

Mentor/Mentee Recruitment Coordinator

2026/2027

Role Title:	Mentor/Mentee Recruitment Coordinator
Reporting to:	Director of Mentorship
Role Summary:	Leads recruitment and promotion for the 2026/2027 mentorship cohort, driving mentor and mentee sign-ups from launch through the January National Mentoring Month push.
Level of Expertise:	New communicator to mid-level; marketing, membership, or event-promotion experience is an asset but not required.
Time Commitment:	Approximately 5-10 hours per month, with heavier hours around the November kickoff and the January National Mentoring Month promotional campaign.
Duties & Responsibilities:	Help grow the mentorship program by promoting it to the IABC/Calgary membership and coordinating the application process. • Promote the mentorship program through IABC social channels, email, and events • Coordinate messaging and timing with the Content & PD Director • Plan and help execute the January promotional push tied to National Mentoring Month • Manage inbound mentor/mentee applications and intake communications • Support onboarding communications ahead of the November kickoff event • Track recruitment numbers and report progress to the Director of Mentorship
Experience & Skills:	• Strong written communication skills are required • Experience with social media or email marketing is an asset • Comfort with public-facing outreach and member communications is an asset • Prior involvement with a membership, recruitment, or events committee is an asset
Benefits of Volunteering with IABC Calgary:	• Stay connected to a network of communicators • Build your portfolio • Learn new skills • Stay on top of industry trends