

# PROGRAM FACILITATOR

## WHAT ARE WE LOOKING FOR?

- Someone with an approachable and open-minded personality;
- Has an ability to work well under pressure and deliver under tight deadlines;
- Patient and professional attitude and able to represent GHMe during SYP and Mentor interviews;
- Ability to maintain close contact with Mentor groups throughout the program;
- Has strong problem-solving abilities and a “we can” mentality.

## WHAT DO WE EXPECT FROM YOU?

Closely working together amongst the team of Program Facilitators to:

- Act as the focal point for the SYP - Mentor groups throughout the GHMe Mentoring program;
- Coordinate and monitor your assigned Mentor-SPYs groups activities and progress;
- Assist your Mentor-SPYs group when any issues or challenges arise;
- Communicate the progress and milestones of your Mentor-SYP group: sharing potential topics to be showcased on GHMe's social platforms; and
- Execute the interviewing and selection process of the SYPs and Mentees for the program, with assistance from the overall GHMe team.

