



CEED | Elevate Job Description

CEED | Elevate Mentorship Program empowers and elevates entrepreneurs by building a dynamic relationship through learning, dialogue and challenge.

A mentor is an experienced and thoughtful leader who is committed to investing one's time to assist in the growth and development of others.

At CEED, we recognize that the value a mentor brings, stems from the fact that they've "been there and done that," giving a mentee the opportunity to learn from their mistakes and successes. CEED is currently recruiting business professionals with the experience to provide personalized support, sound business advice and encouragement to empower and elevate entrepreneurs by sharing their expertise and insights. CEED is people centered and we are seeking mentors who place building relationships and empowering others first.

Desired Qualifications and Skills:

- Experience in business self-employment, entrepreneurship, or facilitation skills
- Active listener (not telling answers/ prescribing)
- Connector with an established professional network
- Expertise in a certain field or topic

Responsibilities:

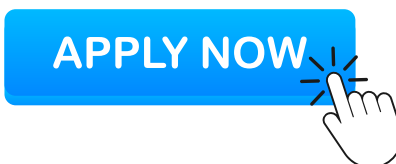
As a CEED mentor we expect you to bring the following to each mentee engagement session: **active listening, availability, and analysis.**(area of activities and decision-making authority, as well as resources to get it done)

- Help build mentee's self-reliance and leadership skills
- Help mentee define critical tasks and guide mentee's business goals
- Help mentee/their company hold itself accountable for meeting their business goals
- Provide emotional support
- Ask questions to stimulate investigation and challenge process
- Provide business advice when requested/appropriate
- Celebrate milestones and successes
- Foster a strong mentor/mentee relationship

Term:

An ongoing process, lasting over 6 – 12 months.

CEED is committed to fostering an inclusive, accessible environment, where all employees, volunteers and customers feel valued, respected and supported. We are dedicated to building an organization that reflects the diversity of our customers and communities in which we live and serve, and creating an environment where every person has the opportunity to reach their potential.



Contact us at info@ceed.ca if you require more information or would like to speak with someone before applying