



JOB DESCRIPTION SUMMARY

MENTOR

POSITION DESCRIPTION

Mentors are vital to this company and serve as advisors, educators, role models and leaders giving back to individuals in the community, and contributing knowledge and skills through the sharing of their personal experiences with others.

Our mentors are champions of Ingage's mission, building strong and stable mentoring relationships through trusting, respectful, honest and genuine relationships. These relationships are created to support the personal and professional growth and development of high achieving individuals and assisting them to achieve their goals.

An Ingage mentor provides sponsorship, exposure, visibility, coaching, protection, and challenging assignments, which directly support the protégé's personal and professional development. In addition, our mentors provide role modeling, acceptance, confirmation, counseling, and friendship to support the protégé's self-image and competence. The primary functions of our mentors are to build a strong mentor relationship through listening, guidance, advice, teaching, and professional support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Mentors will:

1. Provide one-on-one mentoring to protégés via face-to-face, telephone and email meetings.
2. Provide virtual group mentoring via Ingage's teleseminar services.
3. Provide topical articles to be included on Ingage's Web site as additional resources for protégés.
4. Be available for Ingage-sponsored and customer requested speaking opportunities.
5. Participate in Ingage-sponsored mentor-protégé networking and educational events.
6. Be a positive representative as an Ingage mentor promoting the value of mentoring.

KEY ACTIVITIES

1. **Uphold Ingage's mentoring standards:** Participate in Ingage's mentor training program to learn Ingage's mentoring and communication standards; consistently practice these standards integrating Ingage's Web site and protégé resources to build strong mentoring relationships.
2. **Promote effective communication with protégés:** Encourage the free exchange of information in a comfortable and safe environment with no fear of judgment, criticism, or breach in confidentiality. Share personal and professional experiences and networks as appropriate and provide contacts to protégés to help them meet their goals.

3. **Provide value to protégé:** Identify and define goals that are specific, measurable, attainable, realistic, and tangible. Track goals, accomplishments, and successes on Ingage's Web site to show the value of a mentoring relationship. Complete goals in the agreed upon timeframe.
4. **Provide value to protégé's company (as appropriate):** Gain a clear and thorough understanding of the protégé's company mission, vision, goals, objectives and culture to assist in determining the protégé's professional goals.
5. **Maintain close communication with Ingage:** As defined in Ingage's mentoring procedures, provide Ingage with the necessary information to support quality mentoring relationships and company standards.

QUALIFICATION REQUIREMENTS

- a. **Education/Experience:** Bachelor's degree preferred; a minimum of twenty years of experience in any one industry or in any one business area or field; a minimum of five years of volunteer experience preferred.
- b. **Skills/Knowledge:** Able to demonstrate a clear and solid understanding of a specific topic, subject, or area that can assist the personal and professional growth and development of an individual. Able to work independently, with minimal direction and oversight. Strong organizational skills and punctuality to scheduled meetings with protégés. Proficiency required using Microsoft products, the Internet, and email.
- c. **Personal Values:** Belief in Ingage's mission – a sincere want and willingness to give back to the community and to foster the personal and professional growth of others. Demonstrated ability to carry out Ingage's Core Values: ethical behavior and integrity; commitment to the lives of protégés, mentors and Ingage's employees; teamwork and trust; honesty and openness; accountability; excellence and drive to succeed; and commitment to diversity.
- d. **Language and Interpersonal Skills:** Superior communication, presentation and interpersonal skills with individuals and groups. Demonstrates a high level of comfortability and professionalism to work with a diverse group of management-level and executive-level business professionals.

Equal Opportunity Employer