

Job Posting – Mentor Coordinator

Part-Time Contract Position (Approximately 12 months)

Location: Mont-Tremblant, Québec (Hybrid)

About Mont X

Mont X is an incubator and accelerator dedicated to supporting innovative businesses in the sport, outdoor recreation, and wellness sectors. Through our programs, entrepreneurs gain access to coaching, mentorship, networking opportunities, and strategic support to help them grow sustainable businesses.

We are currently looking for a **Mentor Coordinator** to lead and strengthen our mentor community while supporting meaningful relationships between experienced professionals and entrepreneurs.

Position Summary

Reporting to the Executive Director, the Mentor Coordinator will oversee the recruitment, engagement, and coordination of Mont X's mentor network. The successful candidate will ensure an outstanding mentor experience while fostering impactful mentor-entrepreneur relationships that contribute to the success of our programs.

Key Responsibilities

- Recruit, onboard, and support mentors within the Mont X network.
- Coordinate mentor-entrepreneur matching based on expertise, needs, and objectives.
- Maintain regular communication with mentors and participants throughout the mentorship process.
- Plan and facilitate mentor-related meetings, networking activities, and recognition initiatives.
- Monitor mentorship progress and collect feedback to continuously improve the program.
- Maintain accurate records, reports, and performance indicators related to mentorship activities.
- Collaborate with the Mont X team to ensure mentorship is well integrated into all entrepreneurship programs.
- Contribute to the development and continuous improvement of mentorship resources, tools, and processes.
- Represent Mont X at events and within the entrepreneurial ecosystem when appropriate.

Qualifications

- Experience in project coordination, community management, entrepreneurship, or a related field.
- Strong organizational and communication skills.
- Excellent interpersonal skills and the ability to build lasting relationships.
- Ability to work independently while managing multiple priorities.
- Interest in entrepreneurship, innovation, and business development.
- Proficiency with Microsoft 365 and digital collaboration tools.
- Bilingual (French and English), both written and spoken.

What We Offer

- Flexible part-time schedule.
- Opportunity to make a meaningful impact on the entrepreneurial ecosystem.
- Collaborative and human-centered work environment.
- A dynamic team passionate about innovation and entrepreneurship.
- The opportunity to work with inspiring entrepreneurs and experienced business leaders.

How to Apply

If you are passionate about entrepreneurship, mentorship, and building meaningful professional relationships, we would love to hear from you.

Please send your résumé and a cover letter to **marie-eve@montx.ca**.

Only candidates selected for an interview will be contacted.