



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Mentor

DEPARTMENT: Employment Department

REPORTS TO: Links to Young Adult Employment

Links to Young Adult Employment program helps immigrant and refugee mothers learn and/or enhance employability skills and develop long-term career plan that leads to meaningful employment. All CIWA volunteers are required to provide a Calgary Police Services security check.

SUMMARY OF POSITION

Volunteers will be matched with an immigrant woman who is looking to enter the Canadian labor market. The volunteer's role will be to guide, mentor, and encourage the participant to find an appropriate job for her skills and professional goals. The time commitment is 10 hours minimum; 1-hour mentorship per week from July-September and/or Jan-March.

DUTIES AND RESPONSIBILITIES

- During the employability skills enhancement program, participants will be matched with a professional immigrant woman who has successfully transitioned to the workplace and integrated into Canada
- Provide advice and guidance in career planning
- Provide networking opportunities and mock interview practice
- Share experiences and strategies leading to client's success
- Provide insight into Canadian workplace culture
- Offer advice and strategies to balance family and career
- Provide feedback on workplace related activities
- Attend and participate in CIWA events as necessary

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

QUALIFICATIONS

- Must be an immigrant woman
- Successfully working in Canadian labor market
- Must have the ability to balance work and family life

If interested please contact:

Volunteer Program: Debra Colley

Direct line: 403-517-8830 E-mail: volunteer@ciwa-online.com