



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

---

**TITLE:** Career Mentor

**DEPARTMENT:** Settlement and Integration Department

**PROGRAM:** Skill Development and Networking Support for Young Immigrant Women

Volunteers within this position will positively support and influence newcomer women as they try to gain meaningful employment in Canada. This is a great opportunity for the volunteers to gain exposure to fresh perspectives, ideas, and approaches, to develop professionally and personally, to hone their leadership/coaching skills and provide valuable cross-cultural insight in a real-life setting.

#### SUMMARY OF POSITION

This program offers mentorship services to enhance the career and academic readiness of young immigrant women ages 18 – 29. Through one-on-one mentorship volunteers will support young immigrant women gain job search strategies, build professional networks and acquire the tools necessary to secure employment in their field of expertise. Minimum time commitment is one hour per week with flexible meeting times for 2-3 months

#### DUTIES AND RESPONSIBILITIES

- Support clients with career planning, goal setting, and finding networking opportunities
- Help clients build self-esteem, mutual respect, and intercultural understanding
- Report mentoring activities and volunteer hours to supervising staff
- Advise clients on developing strengths and overcoming weaknesses
- Provide guidance on professional development and advancement
- Help the clients to develop new skills and knowledge
- Guide the clients on understanding their profession in a Canadian context
- Increase the mentee's familiarity with industry and occupation specific information

#### STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality and professionalism at all times
- Reliable, punctual, detail-oriented, dedicated, responsible, and organized
- Understand and respect diversity

#### QUALIFICATIONS

- Passion for working with young adult immigrants
- Strong computer skills and familiar with online platforms
- Open minded, enthusiastic, and motivated
- Ability to work independently
- Currently employed in a professional field/career
- Successfully transitioned to the workplace and integrated into Canada

If interested, please contact:

Debra Colley

Direct Line: 403-517-8830

E-mail address: [volunteer@ciwa-online.com](mailto:volunteer@ciwa-online.com)