



## **CALGARY IMMIGRANT WOMEN'S ASSOCIATION**

### **VOLUNTEER POSITION DESCRIPTION**

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**TITLE:** Mentor

**DEPARTMENT:** Employment Department

**REPORTS TO:** Links to Success program coordinator

Links to Success: Skill Enhancement and Internships for Young Immigrant Mothers. This program works with young immigrant and refugee mothers to develop a long-term career plan leading to meaningful employment. All CIWA volunteers are required to provide a Calgary Policy 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. Time commitment is 3 months minimum; 1 hour shift per week from April-September and/or October-March.

#### **DUTIES AND RESPONSIBILITIES**

- During the 12-week skill enhancement workshop, participants will be matched with a professional immigrant woman who has successfully transitioned to the workplace and integrated into Canada
- Providing advice and guidance in career planning
- Providing networking opportunities and mock interview practice
- Sharing experiences and strategies leading to their success
- Providing insight into Canadian workplace culture
- Offering advice and strategies to balancing family and career
- Providing feedback on workplace related activities
- Attend and participate in CIWA events

#### **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

Direct line 403-517-8830

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