



## **VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Career Mentor

**Responsible to:** Immigrant Employment Specialist

**Objective of Position:** To help internationally trained professionals explore their career field in the local, Greater Victoria context, build confidence, and expand their professional network

### **Position Activities:**

- Develops goals and action plans with mentee
- Discusses professional credentials, education and work experience
- Provides information about Canadian occupational practices and workplace culture
- Shares local job market trends
- Explores networking opportunities
- Offers mentee advice, support and encouragement
- Answers questions about Canadian culture and the Greater Victoria community

### **Benefits:**

Helping internationally trained professionals reach their goals; gaining mentoring experience

### **Requirements of Volunteer:**

- Recent local work experience in a profession or trade (3+ years)
- Have connections with professional organizations, associations and/or other networks
- Clear and open communication with mentee
- Regular communication with the Immigrant Employment Specialist
- Cross-cultural experience or a personal commitment to learning about other cultures
- Strong familiarity with the Greater Victoria community and Canadian culture
- Patient, positive, and supportive
- Empathetic to newcomers
- Reliable and able to carry out duties independently
- A criminal record check is required

### **Time and Commitment:**

- 3-month commitment (minimum)
- Minimum of 2 meetings per month with mentee; 1 hour per meeting
- Flexible meeting schedule
- One-on-one, face-to-face meetings held in a public space in Victoria (e.g., coffee shop)

Training and support provided by the Immigrant Employment Specialist

Updated July 2019