

Role: Employment Coach Volunteer

Program Department: Settlement

Summary

Employment coach volunteers support newcomer job seekers in achieving their career and employment goals. Employment coaches assist clients in creating and/or editing résumés and cover letters. They help enhance clients' interview skills through conducting mock interviews with them. They provide guidance and support to increase clients' employment prospects. 1 shift per week for 1-2 hours, as per the volunteer's availability and the agency's demand.

Duties & Responsibilities

- Sign ISC's Volunteer Responsibility and Confidentiality Agreement
- Attend the screening interview with Volunteer Coordinator
- Complete a Calgary Police Information Check and Reference Check
- Attend our mandatory Orientation Training and Employment Coach Training
- Follow and adhere to specific guidelines explained in the training manual
- Respect ISC's confidentiality policy

Skills & Qualifications

- English proficiency. Second language is an asset
- Have a minimum of two years of professional work experience in Canada
- Familiar with Canadian-style résumés, interview process in Canada and effective job search strategies and techniques
- Able to motivate and provide employment or educational support
- Have knowledge of computers, Microsoft Windows environment and Microsoft applications
- Excellent interpersonal and communication skills
- Passionate about working with immigrants and refugees, responsible, patient and culturally sensitive individual

Benefits

- Enhanced experience working with the culturally and ethnically diverse population
- Enhanced cross-cultural communication skills
- Result-based satisfaction

- Personal satisfaction by being able to contribute to the community by helping newcomers successfully settle in Canadian society

If interested please apply through the following link:

<https://www.immigrantservicescalgary.ca/get-involved/volunteer>