

## CAREER MENTOR VOLUNTEER – Austin, TX

### Goal

Economic self-sufficiency is important to the successful integration of our newest refugee neighbors. Career Mentor volunteers are matched with 1-3 refugee individuals or a family to help them prepare for the U.S. workforce.

### Primary Duties and Responsibilities

- Provide job training
- Assist in creating resumes
- Help submit job applications to potential employers
- Provide transportation to job interviews and job fairs
- Help find sustainable transportation solutions to and from work
- Help apply for state IDs
- Assist with intake and enrollment
- Assist with translation/interpretation (if applicable)
- Provide job mentorship for selected individuals
- Assist with Career Advancement opportunities and re-certification

### Secondary Duties and Responsibilities

- Complete all onboarding steps in the Volunteer Portal:
  - Background Check – 5 mins
  - E-Learning – 45 mins
  - Complete [Career Mentorship Texas E-Learning Course](#)
- Review confidentiality statement and policies in the National Volunteer Handbook
- Log hours in the Volunteer Portal
- Report any concerns or conflicts to the Volunteer Coordinator

### Time Requirements & Location

Career Mentor Volunteers are asked to meet a minimum of once a month for 6 months with the family or individual(s) they are paired with. Location of meetings and schedules vary based on individual's needs.

### Skill & Qualification Requirements

- Interpersonal skills
- Comfortability with cross-cultural engagement
- General understanding of the US workforce and professional expectations within it (punctuality, cleanliness, etc.)
- Proficient computer skills
- Proficient reading and writing skills
- Willingness to be flexible

### How to Apply with Links

You can apply for this role by visiting <https://worldrelief.org/texas/get-involved/volunteer-application/>. For questions about this role, please email [volunteertexas@wr.org](mailto:volunteertexas@wr.org).