world relief
TEXAS

CAREER MENTOR VOLUNTEER – Dallas/Fort Worth, 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
- 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 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 check in weekly for 3 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.