

POSITION : PEER-HELPER – EMPLOYABILITY SERVICES.

Fall 2021

The YWCA Montreal is looking for committed and dynamic volunteers to support the participants of its Employability programs on their professional integration journey. Peer-helpers contribute to developing the confidence, transferable skills and autonomy of women from diverse backgrounds, through one-on-one assistance with language, computers and moral support.

Key tasks and responsibilities

- Creating a safe, confidential and supportive environment to help strengthen the participant's confidence and self-esteem.
- Facilitating English and/or French conversation practice (one-on-one).
- Assisting with basic computers skills (if needed).
- Encouraging the participant to set goals and motivating her to achieve them.
- Helping the participant stay focused and feel supported during her job search.

Position requirements

- **Knowledge:** Excellent command of either French OR English and intermediate proficiency in the other language. An interest in career development.
- **Practical Skills:** Ability to work with a participant to set objectives and follow an action plan. Preparing meetings and evaluating the learning progress.
- **People Skills:** Active listening, discretion, empathy, patience, positive attitude, sensitivity to cultural diversity, flexibility.

Volunteer conditions

- Pass an interview with the Responsible of Mentoring and Peer-helper Services
- Attending a **6-hour training session is mandatory**. Online training (Zoom). Different days in August and September 2021.
- Six-month commitment.
- Weekly availability to meet for one to two hours. We encourage virtual meetings.
- Keeping track of volunteer hours and submitting a monthly progress report.

Type of position and schedule

- Volunteer position available to women only
- Regular and flexible schedule: meetings are determined by the participant and the volunteer.

For more information

Contact Natalia Medina, nmedina@ydesfemmesmtl.org, or apply online.