



## Volunteer Resume Specialist

Do you want to help bring about positive change? Join Jumpstart's national team and support newly settled refugees in building their careers in Canada.

Jumpstart Refugee Talent is a refugee-led charity and the only national organization exclusively serving refugees seeking meaningful employment in Canada. Founded in 2016, we operate across Canada with offices in Toronto, Montreal, Vancouver, and Calgary.

### About the Role

Jumpstart is looking for volunteer Resume Specialists to support refugee clients in re-writing their resumes so they are employer-friendly and in the North American standard. Resumes are critically important in a refugee's career journey. They ensure a refugee's expertise is well communicated to employers, making it less likely they are screened out and more likely they will be considered for meaningful employment opportunities.

Our team has rewritten 5,000+ resumes and we need your support! We provide our volunteers with everything they need to work with clients one-on-one to rebuild their resumes:

- a proven resume-building methodology
- a simple Microsoft Word-based template
- a Jumpstart email and phone number (to safeguard your privacy)
- we pre-schedule appointments with refugee clients for you
- a dedicated staff person to support your work

### Volunteer Commitment

- 3-month commitment
- 3-4 hours a week (lunch or evening hours), virtually
- Meeting with refugees virtually (1-hour interviews) to rewrite their resumes.

### Who You Are

- Have a business or human resources background
- Exceptional listening and writing skills
- Passionate to change the world one person at a time

### How It Works

1. Complete an intake call with our volunteer management team
2. Jumpstart works with you to set your schedule and provide you with all training and tools necessary
3. Jumpstart pre-schedule appointments with refugee professionals for you
4. You meet with clients and assist in building their resumes through virtual meetings.