



EMPOWER THE FUTURE

Hiring Package



@mentorship4you



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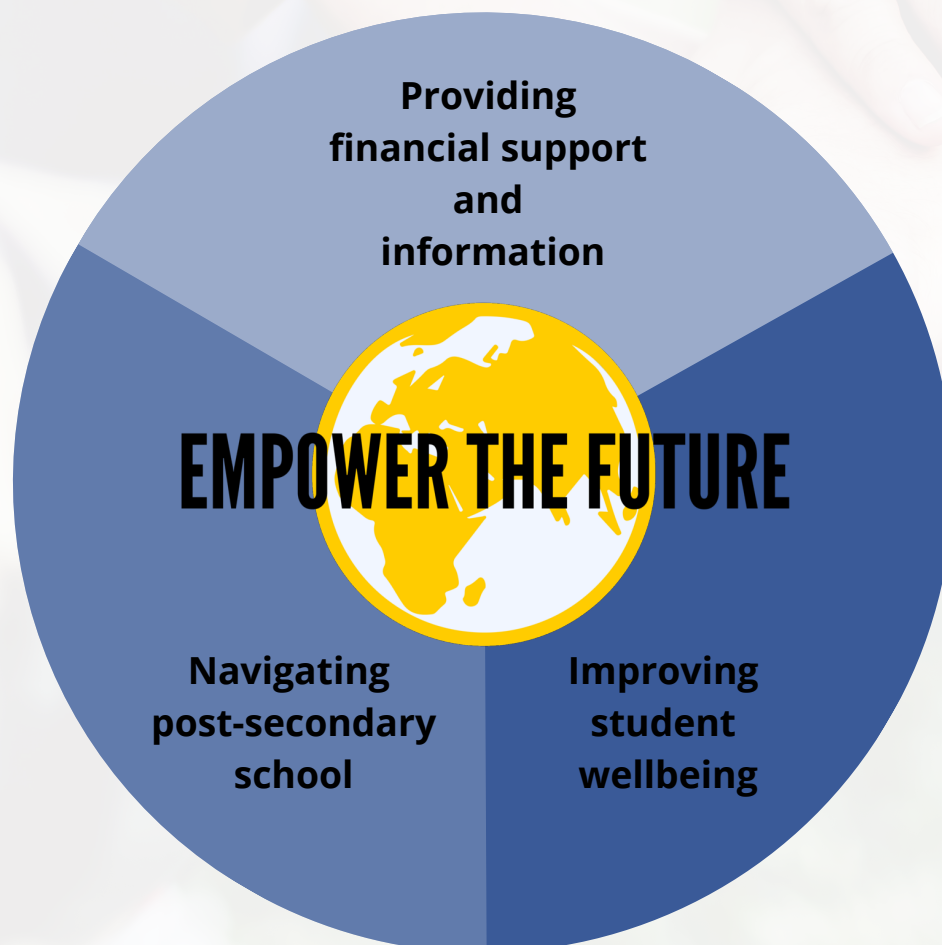
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EMPOWER THE FUTURE

Empower The Future (ETF) is a non-profit organization that aims to encourage high school students towards post-secondary education and success. ETF has a variety of projects that help educate students on applying to post-secondary (the application process and requirements), financial aid (student loans, program fees, scholarships), mental wellness, academic life, social networking, career support, and more. These projects create a safe outlet for high school students to ask questions about post-secondary and receive real life experiences as answers.



VOLUNTEERS

We are looking for volunteer applicants that have a passion for helping those in the community and making a difference. Volunteers will have the opportunity to receive mentorship and collaborate with team members from diverse backgrounds. They will have the chance to lead their own projects and receive support for applications and awards.

All volunteers should have a positive energy and attitude, be available to attend our team monthly meetings online or in-person, and be able to respond to team messages and emails in a timely matter. They will attend a mandatory training session with Empower The Future before they are able to contribute to our platforms.

Events are based in Surrey, BC, however, due to COVID-19, all team meetings and events including webinars are currently delivered online through platforms including Zoom or Microsoft Teams.

Learn more at www.empowerthefuture.info

VOLUNTEER POSITIONS

COPYWRITER (CONTENT DEVELOPER)

The Content Developer will create content and provide insight to new resources, campaigns, and promotional materials. In this role, they will develop their communication skills while working in an inclusive, flexible, and fun team environment with like-minded individuals.

Responsibilities:

- Write high-engagement social media and blog content that connects to our organization
- Collaborate with our team members to develop a variety of materials
- Manage the distribution of content through our various channels, including social media
- Develop graphic content using graphic design platforms including Canva

Qualifications:

- Have excellent written and verbal communication skills
- Detail-oriented with being mindful of things like flow, readability, and sentence variety
- Have computer literacy to create projects and to communicate with their team

Time Commitment:

- Be able to commit 10 hours/month towards copywriting tasks and some other tasks regarding our non-profit work (if interested)
- All copywriting tasks are meant to be completed on your own time and place

VOLUNTEER POSITIONS

HIGH SCHOOL AMBASSADOR

A High School Ambassador will play a role in advising ETF projects, workshops, and events to better support high school students. They help promote events within their respective high school while gaining mentorship from the executive team. In this role, they will be able to improve their leadership, communication, and public speaking abilities, all while working in an inclusive, flexible, and fun team environment with like-minded individuals.

Responsibilities:

- Act as an ambassador and share ETF's information and resources with their respective school
- Gather feedback and report key findings, questions, and concerns from their respective high school
- Liaison with the Youth Advisory Team and ETF

Qualifications:

- Be a high school student in the BC Lower Mainland
- Have strong public speaking and leadership skills or the willingness to learn
- Possess effective interpersonal communications skills
- Be interested in and willing to share high school students' experiences
- Be passionate about helping those in the community and making a difference
- Be able to work independently and in a team

Time Commitment:

- Be able to commit approximately 10 hours/month

VOLUNTEER POSITIONS

MENTOR-MENTEE COORDINATOR

WESBROOK WELLBEING & MENTORSHIP PROGRAM

A Mentor-Mentee Coordinator under the Wesbrook Wellbeing & Mentorship Program with ETF is the primary contact for mentors and mentees in the program. In this role, they will have ongoing communication with and gather feedback from the mentors and mentees to ensure satisfaction of the mentorship program. They will be able to improve their leadership, communication, and public speaking abilities, all while working in an inclusive team environment.

Responsibilities:

- Contact the mentors and mentees to ensure the details of mentorship sessions
- Facilitate mentorship sessions, and mentor orientations
- Facilitate internal meetings for the leadership team

Qualifications:

- Be a BC post-secondary student
- Possess effective, strong, and professional interpersonal communications skills
- Have strong public speaking and leadership skills
- Be able to work in a team environment
- Be passionate about helping those in the community and making a difference

Time Commitment:

- Be able to commit 5 hours/week

VOLUNTEER POSITIONS

PROGRAM DEVELOPMENT LEADER

WESBROOK WELLBEING & MENTORSHIP PROGRAM

A Program Development Leader under the Wesbrook Wellbeing & Mentorship Program with ETF helps create and present the important mentorship workshops. In this role, they will be able to improve their leadership, communication, and public speaking abilities, all while working in an inclusive team environment.

Responsibilities:

- Primary contact for third-party collaborators (i.e. high schools)
- Plan and execute bi-weekly and monthly workshops
- Promote the program through social media platforms

Qualifications:

- Be a BC post-secondary student
- Possess effective, strong, and professional interpersonal communications skills
- Have strong public speaking and leadership skills
- Be able to work in a team environment
- Be passionate about helping those in the community and making a difference
- Be familiar with managing social media platforms

Time Commitment:

- Be able to commit 5 hours/week

VOLUNTEER POSITIONS

SOCIAL MEDIA MANAGER

A Social Media Manager will create content and provide insight to new webpages, campaigns, and promotional materials. In this role, They will develop their communication while working in an inclusive, flexible, and fun team environment with like-minded individuals.

Responsibilities:

- Oversee and manage our social media accounts including Facebook, Twitter, and Instagram regularly by posting 1-2 times a week
- Help grow our followers by targeting secondary schools, community organizations, and prospective post-secondary students
- Develop graphic content using graphic design platforms including Canva
- Create and update content according to the changing needs of ETF

Qualifications:

- Be familiar with social media management platforms including Hootsuite
- Have excellent communication skills, including copywriting and typing skills

Time Commitment:

- Be able to commit 10 hours/month towards social media management tasks and some other tasks regarding our non-profit work (if interested)
- All social media management tasks are meant to be completed on your own time and place

VOLUNTEER POSITIONS

UNIVERSITY AMBASSADOR

A University Ambassador will play a role in advising ETF projects, workshops, and events to better support high school students as they transition into post-secondary. They will help share and expose students to post-secondary opportunities at their school such as making applications including awards, grants, and scholarships more approachable. In this role, they will be able to improve their leadership and professional communication skills all while working in an inclusive, flexible, and fun team environment with like-minded individuals.

Responsibilities:

- Act as an ambassador and share ETF's information and resources with their respective school
- Liaison with BC post-secondary schools
- Gather feedback and report key findings, questions, and concerns from their respective school

Qualifications:

- Be a university student in a BC Lower Mainland post-secondary
- Have strong public speaking and leadership skills
- Possess effective interpersonal communications skills
- Be passionate about helping those in the community and making a difference
- Be able to work independently and in a team

Time Commitment:

- Be able to commit approximately 10 hours/month

VOLUNTEER POSITIONS

WEBINAR & WORKSHOP FACILITATOR

A Webinar and Workshop Facilitator will have the opportunity to work alongside team members to directly interact with and provide mentorship to youth by facilitating workshops focused on Life After High School. In this role, they will be able to develop their communication and public speaking abilities, all while working in an inclusive, flexible, and fun team environment with like-minded individuals.

Responsibilities:

- Directly interact with and provide mentorship to youth by facilitating webinars and workshops focused on Life After High School

Qualifications:

- Have strong public speaking and presentation skills or the willingness to learn
- Possess effective interpersonal communications skills
- Be interested in sharing your experience in post-secondary (such as applying for student loans, scholarships, registering for classes, joining clubs, etc.)
- Be passionate about helping those in the community and making a difference
- Be able to work independently

Webinar/Workshop Dates and Times:

The webinar and workshop dates vary, and they are approximately 70 minutes long. These are held on school days sometime from 8:00 AM to 3:00 PM PST. We are flexible to your schedule as we understand you have other commitments as a student.

HIRING FAQ

Do I have to be a university student to apply to volunteer with Empower The Future?

No, both secondary and post-secondary students are welcome to apply. Please double check the qualification section for each different volunteer position for any specifications.

What is the difference between a High School Ambassador and being a member of the Youth Advisory Team?

High School Ambassadors are a part of the Youth Advisory Team. Like-minded individuals come together to collectively gather feedback, discuss, summarize, and report key findings, questions, and concerns from youth to help improve future initiatives and projects. They will help identify gaps and subject areas to target to better support youth's overall experience as they transition from high school to post-secondary.

What is the Wesbrook Wellbeing & Mentorship Program?

It is a one-to-one peer support program that pairs current university students ("mentors") with senior-level high school students ("mentee"). Mentors guide mentees as they debunk myths about university, explore effective study methods, and support them as they finish their final years of high school. The goal of this program is to present mentors with professional growth that may not be offered in the classroom, as well as to decrease the stress and anxiety associated with university preparation and applications common among mentees.

What if I have other questions regarding volunteer hiring?

Please contact us at hello@empowerthefuture.info

EMPOWER THE FUTURE



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