



First Trip Inc.
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POSITION DESCRIPTION

TITLE

Mentor-Global Career Mapping

SALARY

Volunteer

LOCATION

Washington, District of Columbia

STATUS

Part-Time (30 minutes bi-weekly)

ABOUT US

First Trip is a non-profit organization incorporated in 2019 whose mission is to increase diversity in study abroad and international affairs by alleviating inequitable barriers for underrepresented college students to travel abroad for the first time and pursue global careers.

SUMMARY

We are actively recruiting global professionals to volunteer their time and expertise as mentors for students participating in the competitive Global Career Mapping (GCM) program. GCM mentors are integral to the program's success and should feel comfortable interacting with students of diverse racial/socioeconomic backgrounds. Mentors are expected to spend at least one (1) hour of quality time with their mentee(s) each month to "map" challenging and viable career paths for each student based on their personal interests, academic/professional strengths, and working style. Previous mentors have provided guidance on resume building, internships applications, and interview preparation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide advice to students in educational, personal, career, social and emotional areas
- Advise students of academic and professional career opportunities
- Display the highest ethical and professional behavior when interacting with mentee(s), parents, school personnel, and other relevant entities associated with the student

QUALIFICATIONS:

- Must have *at least* a full year of professional experience within a functional area of international affairs: Research, Economics, Development, Foreign Policy, Diplomacy, Law, and Security
- Must be willing to commit to the specified one (1) academic year and monthly commitment of *at least* one (1) hour of meaningful engagement with your mentee
- Ability to effectively communicate First Trip's vision/mission/activities
- Successful completion of a brief training on mentorship and best practices

HOW TO APPLY

Interested applicants should send a letter of interest to Dex Burns at DBurns@firsttrip.org.

First Trip Inc. is an equal opportunity employer. Employment selection and related decisions are made without regard to sex, race, age, disability, religion, national origin, color or any other protected class.