



Social and Civic Engagement for Newcomers and Immigrants

Placements Toolkit

References and resources for applying to voluntary leadership positions on board, committees, tables and councils.

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As you're looking for organizations that fit your interests and passions we want you to be conscious of 3 key things: Research, Approaching, References.

- **Research:** It is important for you to know the organization that you're applying to, what are their practices and values and do they fit your experience.
- **Approach:** We'd like to make sure that the organizations that you're reaching out to understand your experience and the process of the project.
- **References:** When organizations or companies request that you supply a reference, please reach out to us!

Research

How to look for new organizations and search for their practices and values.



Approaching Organizations + Applications

How to communicate your interest to organizations and send your application.



Reference Requests

How to use the Social and Civic Engagement for Newcomers and Immigrants project as a reference for your application and who should be your contact.



Do Your Research

When you're looking into an organization to figure out if it will be the right fit for you (and if you will be a good fit for them) it is important to consider the following topics and questions. If you're unable to find answers to some of these, you can ask them when you contact them.

Their Values

- Core values determine the priorities of an organization and help shape its culture.
- They are the essence of the organization's identity – their principles, beliefs and philosophies.
- Values help organizations in the decision-making processes.

Cause and Commitment

Things to look for:

- Media: how do they spread the word about their work? Are they committed to sharing their work?
- How do they speak about their cause, is the vocabulary they use familiar to you, and do you agree with it?
- Do they have any partnerships? Who do they partner with?

The Organization

Take a look at their website, blog, values, mission, vision, read about the people who work there, and read their organization news. This will give you a better idea of what the organization does and how you can market yourself to them.

Board Structure

Often, if a board is lacking a specific skill their posting will say so. If the posting is generalized for a Board Director you will likely have to look at what their board is currently lacking. Even (and almost most importantly) if what they're lacking is diversity.

Your Training

Use what you learned from your trainings to help your research and find what organization is the right fit for you and vice versa.



Approaching Organizations + Applications

Aiming to be a part of an organization's decision-making tables, boards, committees or councils is not an easy job. There are many aspects that are involved in the search for a position such as Networking, Updating and Tailoring your documents, and Writing a proposal document.

Network

- Talk to board members of organizations you work with or admire, and ask them how they got there.
- Ask leaders at your company if they know any organizations looking for potential board members, or if they would be willing to introduce you to board members in their network.

Update your CV/Resume

- You need to showcase your most recent or more relevant work to the organization that you're reaching out to
- Write that you've been a part of the SCENE program and some of the skills you've gained from it

Write a compelling email.

- Find the contact information of the hiring manager to make sure your application lands in the right hands.
- It is important that your email is considered and looked at thoroughly.
- In the following page you will find a sample of an email you can use to reach out to an organization.



Tailor your CV/Resume

- After gathering information from your research write a resume and cover letter that's tailored to the position.
- Use the knowledge you gained to create an application that shows your interest in working for the company.

Sample Email

We want you to have the confidence to reach out to organizations that you like and feel passionate about to be a part of their decision-making tables, boards, committees and councils. For that, we want to provide you with a sample guideline which you can use for contacting them.

What are you looking for?

- Once you've looked at the organization's values, its structure, contacted leaders in the organization and networked, you will have a bigger grasp on the organization's interests and why you'd be a good fit for them.
- In showing your interest you might want to consider options other than being part of a board of directors. Organizations are often looking for people to fill their committees, councils and other decision-making tables. Make it part of your inquiry!

Hello,

I am *[insert your name and a short description (your current work position, your qualifications, your area of expertise)]*. This is an email to inquire about open positions in your board of directors. I have been part of MOSAIC's (www.mosaicbc.org) SCENE project which consisted of providing newcomers and immigrants with the tools necessary to participate in voluntary leadership positions.

During my time at the project we've learned about *[insert what you've learned]*. My passions/interests are *[insert passions/interests]*. I am currently looking for *[board, committee, table positions/placement/shadowing opportunities]* and I find *[insert name of the organization]* to be what I'm looking for.

I would like to get in touch to speak more about this request. If you're available for a phone conversation, online meeting or an in-person meeting please let me know and I will be glad to arrange a day and time that works for the both of us.

Thank you for your time and consideration.

Best Regards,

[insert your name]
[insert contact information]

Reference Requests

We are more than happy to be a reference for your character and for your ability (as it relates to SCENE and what we've seen in our workshops). Once you've applied for a position, whether it is paid or voluntary, they will likely ask for the contact information of someone who can attest to certain characteristics.

The Organization

Tell us about the organization and some of the work they've done. We need to know about the values of the organization in order to respond to their questions in the right context.

Format

- If the request is for contact information you can use the information supplied in this page.
- If the request requires a written letter of reference, please write a template or a well developed draft and send over to be edited and signed by us.

Contact Information

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The Position

- What is the position you've inquired about or applied to?
- What are some of the qualifications (that we may have observed or can attest to) that the position requires?
- Is there a specific personal characteristic you'd like us to speak to?

Information

Provide any and all the information you consider important for the application.

- If there is something specifically that you'd like us to speak to, an experience/situation during our project please let us know!

Your Causes & Interests

Sometimes it is difficult to know where to even start looking for voluntary leadership positions. SCENE will support you and provide you resources and positions when we see them, but it is up to you to actively seek for these positions as well. Take action and think about where you'd like to see yourself.

Finding an Organization

It can be tricky, but starting with your causes and interests + your community, city, or municipality's organizations

What are your top 3 causes?

It is important that you're invested in the work of the organization and will make the right decisions. Take the time to write them down:

- 1.
- 2.
- 3.

What are your top 3 organizations?

Are there organizations that you have always been curious about? Do the research on them and see if they're actually the fit for you. Write them down and act on your interests:

- 1.
- 2.
- 3.

Resources

These are some ways to look for positions online:

- charityvillage.com > [volunteer](#)
- www.govolunteer.ca/volunteer-opportunities
- A simple "Board of Directors Positions" google search

SCENE's Commitment

If you ever need assistance with reaching out to an organization or need us to provide anything else for your development, we'll do our best to support you.