



# FREE Career Mentoring Program!

Work with a **business mentor** for 3 months of weekly sessions on **career planning, resume and cover letter writing, interview techniques, networking** and more!



## APPLY TODAY!

[www.streetwisepartners.org/trainee\\_application](http://www.streetwisepartners.org/trainee_application)

Questions? Contact Danielle Rothman, Program Associate, at [danielle@streetwisepartners.org](mailto:danielle@streetwisepartners.org) or 646-704-0099



300 Madison Avenue  
Saturdays 11 am-2 pm  
March 7<sup>th</sup> – June 13<sup>th</sup>



20 Broad Street  
Wednesdays 6:30 pm-9 pm  
March 18<sup>th</sup> – June 10<sup>th</sup>



1166 Sixth Avenue  
Tuesdays 6:30 pm-9 pm  
March 24<sup>th</sup> – June 16<sup>th</sup>



(Young Adults 18-30)  
1301 Sixth Avenue  
Tuesdays 6:30 pm-9 pm  
March 10<sup>th</sup> – June 2<sup>nd</sup>



### Application Qualifications

- ✓ Highly motivated
- ✓ Low Income
- ✓ High School Diploma or GED
- ✓ Does not have a Bachelor's degree from the US
- ✓ Basic Microsoft Word and email skills
- ✓ Eligible to work in the US
- ✓ Seeking a career in a professional office



## **Trainees: Frequently Asked Questions**

### ***When and where are programs offered?***

We run our programs twice per year – one cycle in the Spring (between March and June) and one cycle in the Fall (between September and December). Please use the reverse side of this flyer to select the program that works best with your schedule for you to attend once per week for 13 weeks.

### ***What is the structure and content of the program?***

You will be personally matched with one or two career mentors who will guide you through our 3 month career and professional development program. All trainees and mentors meet once per week at their designated program site to work through our structured curriculum, which includes honing your professional strengths and skills while expanding your professional network to build a foundation for a successful career. Trainees and mentors are required to check in at least once per week via phone between sessions to review these deliverables, so regular access to a computer, internet and phone is required.

### ***What is the total time commitment?***

The total time commitment for our program is 6-8 hours per week. This includes the in-person weekly sessions as well as working on your deliverables outside of session and communicating with your mentor(s).

### ***Do you provide job/internship placement?***

We do not place you directly in jobs or internships. However, our most recent alumni survey shows that 68% of our graduates obtained employment during or after participation in our program. We provide you with access to an extensive professional network which greatly increases access to resources, information and opportunities that support your career advancement.

### ***How do you match trainees with mentors?***

All applicants complete a Mentor Matching form at their interview that asks for further details regarding the type of mentor you would like to be matched with, including industry preference, gender, years of experience and skills. We cannot guarantee an exact match due to the variety of volunteer mentors at each program site each cycle. However, all mentors are currently working professionals and will be able to provide excellent career mentorship on your transferable skills, strengths and professional presence and confidence.

### ***Which industries do your mentors work in?***

Our volunteers are employed by top companies in a wide array of industries across New York City and Washington, DC, such as finance, business, marketing, advertising, government, IT, healthcare and nonprofit. We focus on mentors who are working in professional, office-based settings.

### ***How do I apply?***

All applicants go through a 5-stage interview process:

1. You must first complete our application at: [www.streetwisepartners.org/trainee\\_application](http://www.streetwisepartners.org/trainee_application)
2. Qualified applicants complete a brief phone screen with staff or lead volunteers
3. Qualified applicants interview in-person with staff or lead volunteers
4. Complete ProveIt Microsoft Office Word online evaluation
5. Receive notification of our decision within 1-2 weeks of interview

We accept applications on a year-round basis and trainees who apply early will be invited to special professional development workshops and given preference on their program site choice.

### ***Do you offer services for graduates of the program?***

Trainees and mentors are expected to stay in touch for at least a year after graduation. In addition, graduates are invited to quarterly professional development and networking opportunities to continue to hone their professional skills. These events are often hosted by our corporate partners such as American Express, Deloitte and Goldman Sachs.