Professional Mentor Role Description

Spring 2027 PM Program Cycle

February – May 2027

As a Professional Mentor (PM), you play a critical role in Braven Fellows' successful transition from college to career, supporting Fellows in securing an internship or strong first job.

You'll be matched with a Braven Fellow who is currently in college or recently graduated and who has completed the Braven Accelerator course. The Braven Accelerator is a 3-credit course that helps Fellows build a strong foundation of career and leadership skills. After completing the course, Fellows with 0-1 internship experiences may apply to the Professional Mentor Program (PM Program) for 1:1 support in completing applications to their next internship or full-time job from a Mentor who shares similar career interests, aspired role and/or academic background.

For 12 weeks, you'll meet virtually with your mentee 1:1 to guide them in practicing the repeatable steps of submitting applications to their next internship or job. Braven will provide tools and frameworks to guide and support you and to ensure you and your mentee are making progress.

Your work with your Mentee may include sourcing opportunities, polishing their professional portfolio (*resume, LinkedIn, cover letter, etc*), preparing for interviews, connecting them with your network and submitting internship and/or job applications. As someone who has "been there," you'll be able to pass along rich wisdom and **empower our Fellows with the skills, experience, confidence, and network** they'll need to pursue a career worthy of their degree.

RESPONSIBILITIES

- Complete an **asynchronous Mentor Training** before the start of the program
- Complete **weekly 1 hour, virtual check-ins** with your Mentee throughout the 12-week duration of the program
- Guide your Mentee through their internship and/or job processes including searching for opportunities, tailoring career portfolio materials like resumes and cover letters, submitting applications, practicing interviewing skills, and networking with professionals using platforms like LinkedIn
- Serve as an advocate, coach, and cheerleader for your Mentee
- Actively engage in programming including PM Program workshops or PM office hours to seek additional support in guiding your Mentee
- Keep Braven staff updated on your Mentee's progress by completing a short weekly check-in text survey

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REQUIRED EXPERIENCE

- College graduate at least 3 years into your post-graduate journey, through work, grad school or both
- Prior experience working with, mentoring, and/or coaching students who hail from a variety of different backgrounds (first-generation, low-income college students)
- Experience with navigating or have a strong understanding of the current U.S. job market
- Ease in navigating and interacting within a virtual space

TECH REQUIREMENTS

- Laptop or desktop computer with a camera to facilitate mentoring sessions
- Prior experience using Google Suite (Drive, Docs, Sheets), Zoom, and LinkedIn is highly preferred

TIME COMMITMENT

The PM time commitment includes time spent in various ways.

COMMITMENT	LENGTH OF TIME
A self-directed training	1.5 hours
Weekly virtual meetings with mentee (*1 hour meetings for 12 weeks*)	12 hours
Meeting prep (*30 minutes*) **before or after weekly meetings**	6 hours
Workshop participation*	4.5 hours
End of Program Celebration*	1 hour
Program survey completion (*Weekly check-in text messages, workshop surveys and the end of program survey*)	30 mins
TOTAL required hours	~ 25 - 29 hours

**PMs are encouraged and recommended to attend workshops and events, but are not required.*

Braven expects that you will commit at least one hour to your Mentee each week to meet at a mutually agreeable time. Keep in mind that consistency as a Mentor is often key to building a strong relationship, so unplanned or excessive rescheduling can impact the Mentee's success.

We understand that emergencies and prior commitments may arise during your time as a Mentor, and while we hope you can schedule and attend all 12 weekly meetings with your Mentee, we recognize that sometimes finding time can be difficult. Be sure to inform Braven staff using the weekly check-in text messages or emailing us at our program email: Mentorprogram@bebraven.org if difficulty in scheduling sessions with a Mentee persists.

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PM PROGRAM DATES

The spring 2027 program will run from February 22nd – May 14th. Program workshops and events can be found in the chart below.

**Support hours, Workshops, and the End of Program Celebration are optional but highly recommended. Training is optional for returning mentors.*

PM PROGRAM EVENT	DESCRIPTION	DATE	TIME
Mentor Training Session	A self-directed asynchronous **1.5 hour training will be sent to you once you complete the vetting process.**	-	-
Support Hour	Optional hour for PM Program Mentors and Mentees to troubleshoot questions regarding a successful start to the program cycle with Braven staff	Wed, 2/24/27	2–3pm ET / 1–2pm CT / 11am–12pm PT
Workshop 1: Sourcing Opportunities*	Mentors and Mentees share strategies for finding search engines, learn how to conduct an advanced search for internships/jobs and practice evaluating job descriptions	Wed, 3/10/27	6:30–8pm ET / 5:30–7pm CT / 3:30–5pm PT
Workshop 2: Networking with Confidence*	Mentors and Mentees reflect on industry best practices for networking	Wed, 3/31/27	6:30–8pm ET / 5:30–7pm CT / 3:30–5pm PT
Workshop 3: Mock Interviews*	Mentors and Mentees practice answering mock interview questions	Wed, 4/21/27	6:30–8pm ET / 5:30–7pm CT / 3:30–5pm PT
End of Program Celebration*	Mentors and Mentees celebrate and reflect on their achievements throughout the program cycle	Wed, 5/12/27	6:30–7:30pm ET / 5:30–6:30pm CT / 3:30–4:30pm PT