

Professional Mentoring Program Charter (2026)

The French-American Chamber of Commerce Midwest Chicago (FACC) is proud to present its Professional Mentoring Program Charter. This program is designed to provide invaluable assistance to individuals who have recently relocated to the U.S and are seeking to refine their job search strategies. Our extensive network of mentors, drawn from diverse professional backgrounds, is dedicated to guiding mentees through their career advancement journey and helping them uncover promising professional opportunities.

Volunteer mentors are carefully matched with professionals in search of career guidance, referred to as mentees. Over the course of up to 6 months mentors offer their expertise and support in the following key areas:

- **Facilitating Networking Opportunities in the U.S:** Our mentors excel at helping mentees establish valuable connections within the U.S., enabling them to expand their professional networks and explore potential career avenues.
- **Crafting Effective Job Search Strategies Tailored to the U.S. Job Market:** Our mentors are skilled in tailoring job search strategies to the unique dynamics of the U.S. job market, ensuring that mentees are well-prepared to navigate the challenges of their job search.
- **Assisting with Resume Refinement, LinkedIn Profile Optimization, Cover Letter and Interview Preparation:** Mentors provide valuable insights into resume enhancement and interview preparation, helping mentees put their best foot forward during the application and interview processes.
- **Navigating Cross-Cultural Differences Between the French and American Work Environments:** Recognizing the nuances of cross-cultural differences, our mentors help mentees adapt to the American work environment while leveraging their French cultural background.
- **Sharing Industry-Specific Insights and Information, Where Available:** When applicable, mentors offer industry-specific knowledge, giving mentees a competitive edge in their chosen fields.
- **Providing a Source of Unwavering Support, Encouragement, and Valuable Advice:** Mentors offer continuous support, encouragement, and invaluable advice to mentees, acting as reliable guides throughout their career journeys.
- **Monthly Committee Meetings to Ensure Regular Job Search Updates and Progress Tracking:** Regular committee meetings are held to facilitate job search updates, allowing mentees to receive guidance and track their progress effectively.

To participate in this mentorship program, candidates must complete and submit a mentee application form, outlining their professional background and career objectives. Successful candidates will then be paired with a mentor in their field who will help them develop a strategic approach to their U.S. job search.

Initials:

To be eligible for the program, candidates must meet the following criteria:

- **Possess Valid U.S. Working Authorization (Work Visa)**: Candidates must have legal authorization to work in the United States, typically in the form of a valid work visa.
- **Hold a Bachelor's Degree or Higher**: A minimum educational qualification of a Bachelor's degree or higher is required to participate in the program.
- **Boast a Minimum of 5 Years of Professional Experience**: Candidates should possess a minimum of five years of professional experience to ensure they are at a stage in their career where mentorship can be most beneficial.
- **Maintain an Active Membership with FACC-Chicago**: Active membership with FACC-Chicago is a prerequisite for program participation, ensuring a commitment to the organization's values and goals.
- **Demonstrate Proficiency in the English Language**: Proficiency in the English language is essential for effective communication and engagement within the program.
- **Ability to invest several hours/week to network, apply to jobs and work on their job search**: Candidates must invest on working actively on their job search through networking and applying for jobs.

Program Guidelines:

- **Mentees Must Be Active FACC Members**: To participate in the program, mentees must maintain active membership with FACC.
- **All Applications Must Be Duly Completed, Submitted, and Approved by the Corresponding Committee**: The application process is a critical step, and all applications must be completed, submitted, and approved by the relevant committee.
- **Responsibility for Initiating Contact Lies with the Mentee**: Mentees are responsible for initiating contact with their assigned mentors, fostering a proactive mentor-mentee relationship.
- **The Program Has a Maximum Duration of 6 Months**: The program's maximum duration is set at 6 months, providing mentees with ample time to work towards their career goals.
- The mentoring program is structured in two 3-month terms. The initial commitment is one 3-month term, renewable once. A fee of \$600 per 3-month term to support program operations is required for continued enrollment.
- **Contact and Mentor-Mentee Interactions Are Limited to a Maximum of 2 Hours Per Month**: A maximum interaction time of 2 hours per month ensures a balanced mentorship experience for both parties.
- **Missing 3 Consecutive Monthly Calls or Canceling 2 Calls with One's Mentor at the Last Minute or Without a 1-Week Notice May Lead to Termination from the Program**: To maintain program integrity, regular participation is expected, and excessive absences or cancellations may result in program termination.

A Friendly Reminder: Our FACC mentors are dedicated volunteers who are enthusiastic about assisting YOU on your career journey! Your success is our primary goal, and we look forward to embarking on this meaningful mentorship journey with you.

Date:

Signature: