

## *Frequently Asked Questions*

Please find below answers to frequently asked questions about our volunteer consulting application process. If your question is not addressed here, please contact our Director of Volunteer Recruitment.

### **1. Are there any open Volunteer Positions?**

- We accept volunteer applications on a rolling basis, all year around. Our Volunteer Consulting Projects get kicked off throughout the year, based on Client Organization's timelines. If you are interested in volunteering at Collaboration Partners and you meet the requirements criteria, then we encourage you to contact us.

### **2. How do I apply?**

- Please fill out the [contact us form](#) expressing your interest in joining Collaboration Partners as a volunteer. Our Director of Volunteer Recruitment will reach out to you within 2 weeks to provide you with information on open volunteer opportunities and will provide you with an application form.

### **3. What is included in the application process?**

- The application requires your latest resume and short-answer questions (250 words or less). Here is a sample of the application questions for different roles, which may change from time to time:
  - **For Consultants:**
    - Why do you want to volunteer with Collaboration Partners?
    - In your opinion, how can non-profits and young professionals collaborate to achieve social impact?
  - **For Project Managers:**
    - Why do you want to volunteer with Collaboration Partners?
    - In your opinion, how can non-profits and young professionals collaborate to achieve social impact?
    - Describe a situation in which you have demonstrated leadership in a team environment. What were some of the challenges you faced? What were the key outcomes you achieved? Please provide specific examples and avoid using generic statements.
    - Define your leadership style. Please provide specific examples and avoid using generic statements.

### **4. What are the resume submission requirements?**

- Resumes need to be in PDF format and should list your education, work and volunteer experience, leadership and extracurricular activities; not necessarily in this order.

**5. What do you look for in applicants for the consulting positions?**

- Our ideal candidate has relevant transferable skills through their work experience, exceptional academic and extracurricular achievement. Ideally, he/she would possess an aptitude for numbers, critical analysis and problem solving skills, as well as outstanding communication skills. In addition, Collaboration Partners highly values teamwork. Consultants and Project Managers should be able to commit to a project lasting up to six months. Additionally, we look for the following depending on the position.
  - **For Consultants:**
    - At least two (2) years of full-time work experience in the private/public/non-profit sector
    - A strong desire to make a positive impact on your community
  - **For Project Managers:**
    - At least five (5) years of full-time work experience in the private/public/non-profit sector.
    - A strong desire to make a positive impact on your community.
    - Project Management experience, especially experience managing a team.
    - Experience managing Client relationship.
    - Consulting and non-profit experience preferred

**6. Can I apply if I don't have consulting experience?**

- We encourage candidates from a variety of professional and education backgrounds. Consulting experience, for-profit or non-profit, is not required but is beneficial. Our volunteers are typically young business professionals with backgrounds in management consulting, technology consulting, corporate strategy, investment banking, capital markets, marketing, finance and accounting.

**7. What is the interview process?**

- Interviews are conducted in person and are approximately 30 to 60 minutes long. For Consultants, there may be an additional round of casual interview with the Project Manager.
- All interviews are behavioral in nature, and will assess your fit with Collaboration Partners, your mental and emotional intelligence, how well you can solve problems and work within a team.
- On occasion, the interview could include a case study, depending on the complexity of the project.

**8. What is the expected time commitment?**

- We expect volunteers to commit around five to ten (5-10) hours per week for project work, meetings, events, and travel. Volunteers schedule meetings with their team, client, and advisor based on mutual availability, and make their own travel arrangements to and from meetings and events.

·

**9. How do team and client meetings take place?**

- We understand that you work full time, so meetings usually take place during the evenings, weekends or lunch time. Meetings are organized within each team to accommodate for each member's and client's schedule.

·

**10. What is team structure on Volunteer Consulting Projects?**

- Each team consists of a Project Advisor, Project Manager, and Consultants. Depending on the size of the project, the number of consultants can range from two to five (2-5).

·

**11. What type of projects is Collaboration Partners involved in?**

- Collaboration Partners' focus is on marginalized groups, women, families, and youth throughout the Greater Toronto Area. Examples of potential client engagements include:
  - Developing a strategy to increase campaign donation funds from door-to-door marketing;
  - Identifying and evaluating alternative forms of funding to supplement current operational budget; and,
  - Assessing potential demographic markets for a non-profit's services
- Please view our project page for [past projects](#) and [case studies](#)

·

**12. Can I volunteer if I will be away during part of the consulting project?**

- We understand the importance of prior commitments and vacation time, and are flexible with scheduling. Thus, it is important that you disclose during the interview process as to when do you expect be away. Please note that we expect volunteers to commit around five to ten hours per week for project work, and over a period of six months.

**13. Are there volunteering opportunities outside of the Greater Toronto Area?**

- Currently, we operate within the Greater Toronto Area only.

·

**14. Will you reimburse travelling costs?**

- No, Collaboration Partners is fully run by volunteers who dedicate their time and effort to events and meetings. Volunteers schedule meetings with their team, client, and advisor based on the availability of the participants, and make their own travel arrangements to and from meetings and events – remember that we operate in Greater Toronto Area only.