

Workforce Development Internship

Department: Job Development

Supervisor: Manager, Employment Program

Position: Job Development Support

Time Commitment Required: To be discussed

The position would be ideal for individual planning career in human assets development in a multicultural setting. If you would like to convert this experience towards college credits, please discuss with your professor.

Responsibilities:

- To compile, streamline, and update employment related data of clients
- To compile, streamline, and update employment related data of appropriate employers
- Identify potential right job fit for our clients
- Assist with other tasks related to Job Development

Applicant Qualification Requirements:

- Undergraduate degree OR working towards the degree in Business related discipline
- Must pass the BCI Background Check
- Competent in the use of Microsoft Office Suite
- Thinks critically and handles challenges strategically, and takes initiatives
- Pays attention to detail
- Open to learning
- Ability to communicate clearly
- Comfortable working with team members and in multicultural environment
- Must have reliable mode of transportation

To Apply:

While all internship/volunteer opportunities are unpaid, the program is competitive, and you are encouraged to approach it in the same way you would a regular job. To submit your resume for consideration or for additional information, please email Kevin Walter, Volunteer Coordinator at: volunteer@iiakron.org

