



Youth Leaders Intern Position Description

For the Baltimore Workforce Development Board's Youth Committee

Position Overview

The [Youth Committee](#) (YC) of the [Baltimore Workforce Development Board \(BWDB\)](#) believes that a coordinated workforce system improves workforce outcomes for all young people. We also believe by operating in high-action and high-alignment, the workforce ecosystem can achieve data-driven equitable outcomes.

What We Do: We are deeply committed to empowering and partnering with emerging leaders in Baltimore City. We co-design strategies for in-school and out-of-school young adults ages 16-24.

How We Do It: With a community-centered approach, we mobilize the assets of young people to elevate a shared vision and identify and advance strategies that increase employment for young people.

The Youth Leaders Internship Program (YLIP) is expanding the number of Youth Intern Leaders (YILs). In 2017, the pilot phase began partnering with four (4) YILs and is now implementing phase two (2), which starts in the summer of 2023; the YLIP seeks ten (10) youth and young adults to be paid members of the committee for 12 months.

The ten (10) young people will work on one of the following workgroups

- 1.) **Youth as Experts** aspires to design a plan that centers the expertise of the Youth Interns across workforce development initiatives within Baltimore City, including the YC.
- 2.) **Jobs for Youth** aspires to design and build a mobile app that provides young people with "real-time" employment opportunities and employment guidance, such as job readiness, employment resources, and coaching.
- 3.) **Wraparound Supports for Youth** aspires to design a plan to build a youth-informed mobile app that centralizes post-secondary resources as a navigation hub.

Duties and Responsibilities

This position will work closely with the Youth Committee, comprised of various interested stakeholders, including, most importantly, young people themselves, individuals and organizations from the nonprofit, government, funder, public, and business sectors, and Baltimore's Promise team.

The Youth Leader Interns position will offer contributions from a young person's perspective to support the workgroups and committee meetings by way of the following duties and responsibilities:

- Actively participate in in-person and virtual meetings and events.
- Co-lead the planning and decision-making of the workgroups.
- Complete tasks independently and in partnership with other interns and adult members, such as online research, document review, marketing creations, project plans, and other activities identified by workgroups.

- Manage your calendar, arrive on time to scheduled meetings and events, and communicate in advance any barriers to doing so.
- Manage work schedule, including days, evenings, and weekends, up to 20 hours per month.
- Submit biweekly timesheets as scheduled.

Although working with other individuals and organizations who are members of the Youth Committee, this position will report directly to the Senior Manager of Youth and Young Adult Workforce Strategies at Baltimore's Promise.

Eligibility Characteristics

- Young adults ages 16-24 as of January 1, 2023.
- Young adults who live in Baltimore City.
- Young adults available to meet most evenings and weekends.

Success Characteristics

- Passionate about lifting up your voice as a young person in Baltimore and your experiences preparing for and entering the workforce.
- Desire to be a change-maker in Baltimore.
- Empathetic and passionate about helping others.
- Willingness to work independently
- Willingness to interact in groups to openly share thoughts and opinions and listen to the perspectives of all people
- Working knowledge of Microsoft Office Suite (Word, PowerPoint, Excel), how to access the internet for virtual meetings, research and information, and the operation of emails

Benefits of the YLIP

- Boost resume, social capital, and references for future employment
- Build relationships with and learn from people and organizations in Baltimore City
- Build upon youth leadership, public speaking, time management, and collaboration skills
- Gain professional development and networking opportunities
- Learn about and build coordinated workforce systems strategies
- Learn about and share workforce and youth development opportunities

Compensation

This position offers a part-time income of up to \$265 for up to 20 hours of work monthly. All interns will complete a payroll packet upon acceptance of the opportunity.

Time Commitment

The Youth Leadership Program will run from July 2023 to June 2024 as a 12-month opportunity. Youth leaders will meet approximately 20 hours per month. The monthly commitments usually occur after 3 pm and will be flexible to the scheduling needs of all youth leaders.