Madison Strategies Group

Title: Workforce Development Intern

Location: Englewood, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly

Wage: $11/hr

Start Date: 9/5/2017

Job Description: Madison Strategies Group is looking for a dynamic college student with an interest in working with diverse New Yorkers and strong writing skills to join our team for our Fall 2017 internship.

The Workforce Development Internship is an excellent opportunity for a student interested in learning more about program delivery in a non-profit focused on workforce development. The intern will receive extensive training and gain hands-on experience working directly with a variety of staff members and participants receiving job readiness services with the goal of finding employment and advancing their careers. The intern will also be able to strengthen their own career readiness skills, while gaining exposure toward a career in human resources, organizational development/psychology, education, or non-profit administration.

Commitment/Schedule:

Ideally, we are looking for 1 intern to commit to working 20 hours/week for the fall 2017 semester; however, we are open to 2 interns working 10-12 hours each. Please indicate your availability in your cover letter.

Start and end dates are flexible. We prefer a mid-to-late August or early September start, with the option to end in mid-December or extend into late January/early February.

This position is a paid internship with a salary of $11/hour. There are no benefits or other financial compensation available for this intern position.

Primary Responsibilities:

- Work directly with participants who attend Career Readiness Training, assisting trainers in facilitating classroom activities
- Write resumes with/for participants, and assist with other computer assignments such as emailing, cover letter writing, and online job searching
- Perform outreach and re-engagement services for potential and past participants
- Assist in supporting the implementation of our social media strategy
- Assist with general administrative tasks and special research/curriculum development projects, as needed

Qualifications:

- Commitment to serving others and ability to work as a reliable team member
- Excellent communication, presentation, and interpersonal skills
- Strong creative writing and editing ability
- Excellent computer literacy, especially knowledge of formatting in Microsoft Word and ability to type at least 60 WPM
• Interest in the non-profit sector generally and specifically in workforce development with a desire to gain valuable work experience
• Flexible and able to adapt quickly to new situations and tasks
• Experience managing social media apps is preferred but not required

**Application Instructions:** Please send resume and cover letter to careers@madisonstrategies.org and include the title Workforce Development Intern in the subject line.

**About the Organization:**

Madison Strategies provides individuals with the tools they need to thrive. The individuals that work with us need a professional path that is right for them so that they find careers, and not simply jobs. We know that by training and preparing our clients to navigate their individual career journeys we are improving their lives and local communities.

We build strong relationships with employers and learn about their businesses and what they look for in their best employees so that we can provide them with individuals who contribute to the success of their businesses and strengthen their workplaces.

Our professional expertise and resources include industry experts who inform our training and leading employers who offer career opportunities.

We offer extensive professional development with both hard and soft-skills training.