

Title: Executive Intern (Graduate) #EC10083

Description: Under the direction of the Executive Director and Program Coordinator of of the Newark Workforce Development Board, the Executive Intern serves as a critical link between the Newark Works Career Training Center, Newark 2020 Jobs Program, vocational trainings, college programs, job readiness training programs/services, and Newark residents enrolled in the the Newark 2020 program, by providing support to the Program Coordinator.

The successful candidate will be responsible for assisting the Program Coordinator in all aspects of daily operations; collaborate with the team to establish systems and protocols required to operate and scale the Newark 2020 - Hire Newark Job Readiness Program including but not limited to a CRM system, recruiting platform, and intake/case management system, marketing automation platform, assist in the day-to-day executive operations, and support the Program Coordinator.

Key Responsibilities:

- Assist with data collection and analysis
- Assist Program Coordinator with intake, assessment, orientation, research and reporting responsibilities
- Utilize internal systems and software for case management, assessments, trainings, job placement, recruiting, and marketing
- Maintain confidential files, information, and relationships: enter and edit data in our CRM database
- Conserves Program Coordinator's time by reading, researching, and routing correspondence; drafting letters and documents; collecting and analyzing information; initiating telecommunications
- Maintains Program Coordinators' appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel;
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries to ensure timely follow-up
- Prepares reports by collecting and analyzing information;
- Contributes to team effort by accomplishing related results as needed
- Researching and identifying best practices for reporting and HR onboarding
- Researching workforce, trade industry, and community events and establishing criteria to determine participation
- Conducting targeted research and reporting on policy meetings, seminars, hearings, and lectures. Research and identify community partnership opportunities with local employers and community based organizations
- Research and outreach to new prospective employer and community partners
- Run errands
- Represent the agency at various events

- Prepare material and taking notes for meetings
- Post regularly on social media channels

You will gain:

- Unique insight into the workings of a fast-paced, public policy research institution dedicated to finding progressive and pragmatic solutions to significant domestic and international problems.
- Executive Office interns will learn many of the basic management and policy-related skills it takes to work at a fast-paced workforce development agency
- Fieldwork experience in case management, client assessment, social services and wrap around services referral process
- Experience in coaching and individualized career planning
- Experience developing supplemental job search tools: personal branding, 30 second pitch, and networking strategies
- Ability to read and interpret workforce demand forecast, labor market data, and statistical models
- This is a great opportunity to work with our inspiring leader.
- Knowledge of Newark, NJ demographics with with specific understanding and awareness of job skill requirements within the local job market
- Ability to analyze labor market information as it relates to the development and placement of job seekers in the region
- Greater understanding of the socio-economic forces that impact local hiring initiatives

Qualifications:

- 1-2 years of full-time work experience
- Exemplify professionalism and a positive image.
- An ability to consistently demonstrate our values of insight, hard work, and effectiveness in your personal approach to work
- An entrepreneurial attitude
- Excellent attention to detail and a high motivation to learn
- A proactive, service-focused attitude towards clients and the community
- An ability to remain calm under pressure and a robust/resilient attitude towards challenges
- An ability to prioritize work and complete tasks with quick turnaround times and minimal fuss
- Ability to work independently
- Ability to work collaboratively with a team
- Effective presentation, organizational, written, and verbal skills
- Strong interpersonal skills: communicates effectively with individuals from diverse economic backgrounds, as well with all types and levels of academic achievement; ability to use collaborative practices to build support for objectives; build positive relationships within and outside of the agency; involves others, and disseminates information; seeks solutions where all

parties can contribute and benefit; recognizes and respects diverse ideas; encourages and supports others

- Proficient in Office 365 and all related business software
- Strong organizational skills
- Strong written and verbal communication skills
- Adaptability and critical thinking skills

Supervision: The Executive Director and Program Coordinator to provide oversight, training, and guidance.

If you meet the above requirements, we'd love to hear from you. Submit your resume and two resumes you've edited or written. If selected for further evaluation, you will be contacted via email.

Newark2020@NewarkNJ.gov