Public Service Intern Job Description

**Agency:** Human Services Agency

**Title of Internship:** WDBVC- Business Services Team Intern

**Department:** Workforce Development Board of Ventura County

**Location:** 2901 N. Ventura Rd., Third Floor, Oxnard CA, 93036

**Description:** These tasks encompass a wide range of responsibilities that can help the Workforce Development Board of Ventura County provide valuable support to local businesses and job seekers, ultimately contributing to the economic development of the region.

**Responsibilities/Sample Assignments:**

1. Market Research – conduct research on local labor market trends, industry needs, and skill gaps to provide valuable insights for workforce development strategies.
2. Employer Outreach: Assist in reaching out to local businesses to understand their hiring needs and challenges and to promote workforce development programs and services.
3. Data Analysis: Analyze labor market data and trends to identify opportunities for workforce development and provide recommendations based on the findings.
4. Event Coordination and Assistance with Events: Help plan and organize job fairs, career expos, and other events that connect job seekers with employers, often collaborating with local businesses. Attend job fairs and resource fairs as needed.
5. Employer Surveys: Design and conduct surveys to gather feedback from employers on workforce development programs and services and analyze the results.
6. Partnership Development: Identify potential partnerships with local businesses and organizations to support workforce development initiatives.
7. Business Engagement Materials: Create informative materials and presentations for businesses, highlighting the benefits of participating in workforce development programs.
8. Resource Development: Research and compile a list of resources, grants, or incentives available to support businesses in hiring and training employees.
9. Data Entry and Reporting: Enter and maintain data on businesses, job seekers, and program participants, and generate reports to assess the impact of various initiatives.
10. Digital Marketing: Assist with social media campaigns and email marketing to raise awareness of workforce development opportunities among local businesses.
11. Resource Fairs: Help in organizing resource fairs where businesses can learn about available workforce development resources and services.

**Qualifications/Recommendations Interests/Preferred major:**

**Preferred major**

- Business administration, human resources, economics, public administration, or a related field.
Preferred Qualifications:

- Effective written and verbal communication skills
- Proficiency in conducting research and analyzing data
- Ability to work well in a team environment and collaborate with colleagues to achieve common goals.
- Ability to identify problems, develop solutions, and make recommendations
- Familiarity with tools and software commonly used in workforce development, such as Microsoft Office Suite and social media platforms.
- Willingness to adapt to changing circumstances, take initiative, and contribute to the team’s success.

Equipment to be used: Personal computer, phone.

Hours per week: 20-24 depending on availability

In person/Remote/Hybrid: Hybrid