Public Service Intern Job Description

**Agency:** Human Services Agency

**Title of Internship:** Workforce Outreach and Program Intern

**Department:** Workforce Development Board of Ventura County (WDBVC)

**Location:** 2901 N. Ventura Road Third floor, Oxnard 93036

**Description:**

The Workforce Development Board staff team is housed within the Human Services Agency. The team is working remotely but will attend meetings and events as needed. Workforce services are provided throughout the county and at the America’s Job Center of California Oxnard location. As a student intern you will learn about Workforce Development programs, the public policies that support workforce development and the career services at our America’s Job Center of California (AJCC) Oxnard. Our work supports programs that provide career services to job seekers and we work with businesses and employers to hire the job seekers that they need.

The Workforce Development Board administers our local regional funds under the federal Workforce Innovation and Opportunity Act (WIOA). We work very closely with the California Workforce Development Board and the California Workforce Association to use those federal funds in California and, specifically, here in Ventura County. This internship opportunity provides the opportunity to work from home and also attend in-person meetings and events throughout the county.

**Responsibilities/Sample Assignments:**

- **Program Support:**
  - Assist in the planning and execution of youth and other populations experiencing barriers to employment programs and events.
  - Attend monthly Youth and other program meetings virtually and provide input and take notes.
  - Participate in outreach efforts to promote programs and events in the community.

- **Youth Engagement:**
  - Identify methods to attract youth to the program.
  - Gather feedback and insights from youth to improve programs and services.

- **Marketing and Outreach:**
  - Contribute to social media and marketing campaigns to promote the board's services.
  - Develop content for newsletters, flyers, or websites to engage and inform targeted audiences.
  - Assist with scheduling guests for Ventura County Works! podcast episodes
  - Attend meetings to discuss scheduled marketing campaigns with marketing agency

- **Evaluation and Assessment:**
  - Assist in evaluating the effectiveness of youth programs and suggest improvements.
  - Conduct surveys and gather feedback to measure program impact.
• **Professional Development:**
  - Attend board meetings, workshops, and training sessions to build skills and knowledge.
  - Shadow experienced professionals within the organization to gain industry insights.

• **Special Projects:**
  - Contribute to specific projects related to youth workforce development.
  - Collaborate with staff on initiatives aimed at improving services for youth.
  - Learn and support the local pre-apprenticeship training program
  - Based on Intern interest, other assignments will be recommended

• **Adherence to Policies:**
  - Follow the organization's policies and guidelines, especially those related to confidentiality, ethics, and safety.

The specific responsibilities may vary depending on the goals and programs of the workforce development board, the intern's skills and interests, and the needs of the organization.

### Qualifications/Recommendations Interests/Preferred major:

1. **Educational Background:**
   - Relevant coursework or a declared major in fields like education, social work, human resources, or related areas.

2. **Strong Communication Skills:**
   - Excellent verbal and written communication skills.

3. **Empathy and Compassion:**
   - A genuine interest in helping and supporting fellow young people.
   - The ability to understand and address the needs and concerns of youth in workforce development.

4. **Adaptability:**
   - Willingness to learn and adapt to a dynamic work environment.
   - Ability to handle diverse responsibilities and challenges.
   - Be able to work remotely and attend some in-person meetings

5. **Organizational Skills:**
   - Strong organizational skills to manage program logistics, data, and records.
   - Attention to detail in tasks related to administration and data entry.

6. **Tech-Savviness:**
   - Proficiency with common office software (e.g., Microsoft Office, Google Workspace).
• Familiarity with social media platforms and digital communication tools.

7. **Teamwork:**
   - Ability to work effectively in a team and collaborate with colleagues and program participants.
   - Willingness to contribute to a positive and inclusive work culture.

8. **Professionalism:**
   - Punctuality and a professional demeanor.
   - Respect for confidentiality and ethical conduct.

9. **Problem-Solving Skills:**
   - The ability to identify issues, develop solutions, and assist youth in overcoming obstacles.
   - Critical thinking and analytical skills to assess program effectiveness.

10. **Interpersonal Skills:**
    - Strong relationship-building skills to connect with youth, employers, educators, and community stakeholders.

**Equipment to be used:**

PC/laptop, phone

**Hours per week:**

20-30 hours based on availability

**In person/Remote/Hybrid:** Hybrid (Majority of time will be done remotely with some opportunities to attend in-person meetings and events within the Ventura County)