Joblinks Workforce Development Intern

Oakland Planning & Development Corporation (OPDC) Mission Statement:

Oakland Planning and Development Corporation (OPDC) builds a better Oakland through job placement services, neighborhood preservation and investment programs, resident volunteer efforts, youth services, and community engagement. For more information, visit www.opdc.org.

JobLinks Financial Opportunity Center -- Program Description

Our JobLinks Financial Opportunity Center team annually helps over 400 low-income neighbors apply for and retain entry-level jobs, coaches them to save and spend wisely, helps them build credit, and provides access to income supports (like food stamps and cash assistance) so that they can become independent and break out of poverty. Over 85 percent of our job seekers are women, and two-thirds of them are African-American. Most are unemployed or underemployed, face significant barriers to employment, and lack access to top employers. Many come to us through the City of Pittsburgh’s EARN program, and are considered part of its “welfare-to-work” cohort. Some have escaped domestic violence; others are starting over after raising kids. We specialize in helping women find jobs in the region’s growing health care sector. For an overview, visit www.joblinks.opdc.org.

Responsibilities:

Day to day work will vary in nature but include direct contact with our clients, assisting with job search activities and following up with those we place to encourage them over the first weeks and months of work. This is a hands-on position, great for someone thinking about a direct practice position with women facing significant odds in their lives.

- Assisting with client welcome, intake, and orientation
- Helping job seekers identify their own gifts and skills
- Creating professional-looking resumes and cover letters in Microsoft Word, and helping clients attach them to online job applications
- Setting job seekers up with email accounts, and teaching them how to send, reply and forward a message, attach their resume, all in a professional manner.
- Assisting clients with mock interviews, giving feedback and encouragement
- Designing and running small group workshops on topics such as “Applying for Food Stamps,” “Dressing for the Job You Want,” “How to Use Social Media in Your Job Search,” or similar topics.
• Helping clients apply for SNAP (food stamps), TANF (cash assistance), CCIS (child care reimbursement)
• Assisting program director with research, projects, and event planning
• Being a friendly presence at occasional community meetings to tell neighbors about OPDC’s larger community development and organizing goals
• Making follow-up calls to clients to encourage them in their first jobs and to track job retention

**Position Requirements:**

• **Knowledge and experience:** excellent communication, organizational, and assessment skills. Capacity to work with diverse populations, to speak comfortably with people you may not know on a one-on-one basis, as well as ability to keep client information confidential. A special interest in adults who are unemployed or underemployed is desired. Because of the need to assist job seekers with resumes and cover letters, we must only consider candidates who show good writing and communication skills in English.

**Stipend & Hours:**

Two options are available for this unpaid graduate-level internship:

• 2017 Summer term from May to August.
• 2017-2018 school year, September to April.

Ideally, the intern would be available three days a week, for 4-5 hours at a stretch. JobLinks’ busiest times are from 9:00 am to 3:00 pm, Monday through Thursday – we are able to work out a schedule within that time period.

**How to apply:**

Submit resume and cover letter to wwilson@opdc.org with “Women’s Employment Readiness Intern” in the subject line. Position reports to JobLinks Program Director.