



## Career Readiness Intern | Job Description

Are you looking to support displaced workers in the Commonwealth as they continue to prepare for and recover from the impact of the coronavirus in their communities?

The Virginia Ready Initiative, or VA Ready, is a new nonprofit focused on retraining Virginians whose employment has been disrupted due to COVID for in-demand occupations in high-growth industries. Responding to the unprecedented surge in unemployment caused by the COVID-19 pandemic, VA Ready brought together over 35 leading companies across Virginia and established a Public-Private-Partnership with the Virginia Community College System (VCCS) and the Commonwealth's existing FastForward Workforce Credential Program. VA Ready provides our registered VA Ready Scholars a \$1,000 Credential Achievement Award upon obtaining the final certificate in 31 selected training programs in the Computer and Cyber, Healthcare and Manufacturing/Skilled Trades sectors.

### **Position: Career Readiness Intern**

**Description:** VA Ready seeks a dynamic, self-starter to assist in data collection and analytics of innovative job retraining programs for populations adversely impacted by COVID-19. This internship is an excellent opportunity to experience various aspects of a start-up organization while working for a nonprofit, as well as assisting in business partner development. While this is a remote position, you will be working alongside and reporting to a mentor, the Partnerships Manager who will provide assigned responsibilities and oversight of deliverables and deadlines.

### **Responsibilities:**

- Compile and manage research lists by region on potential Partners in Virginia
- Research job opportunities in Virginia for active and potential Business Partners that are hiring for VA Ready credentials
- Participate in Partner meetings to gain knowledge and understanding of Business Partner relationships
- Assist in supporting Business Partner needs
- Help post and remove jobs from VA Ready Job Opportunities Board
- Coordinate with Scholars and Business Partners on utilizing the Job Opportunities Board
- Track enrolled Scholars and the credentials they are completing to understand their applicable job opportunities with Business Partners
- Collaborate with staff on new ideas and directions based on data collected
- Perform other duties as assigned and collaborate with other staff members as needed

### **Qualifications:**

- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in excel preferred.
- Familiarity with G-suite tools (gmail, calendar, share drive, etc.)



- Highly organized and systematic
- Able to work in fast-paced environment
- Ability to communicate data results in a concise and effective manner
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- “Can do” attitude and commitment to supporting the VA Ready mission
- Applicant with their own computer and wife access is preferred

Position open until filled, requires 1 – 2 month commitment. Hours: 8 – 16 hours/week

Compensation: While this is an unpaid Internship, a stipend is available.

*Send resume & cover letter to [carol.jensen@vaready.org](mailto:carol.jensen@vaready.org)*