



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. 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 34 selected training programs in the Computer and Cyber, Healthcare and Manufacturing/Skilled Trades sectors.

**Position: Student Journey Intern**

**Description:** VA Ready seeks a dynamic, self-starter to assist in scholar outreach of innovative job retraining program for populations adversely impacted by COVID-19. This Student Journey Intern position is an excellent opportunity to experience various aspects of a start-up organization while working for a community based nonprofit organization, as well as assisting in scholars in their career journey.

While this is a remote position, you will be supervised by the Manager of Student Journey who will provide and assign responsibilities and provide oversight of deliverables and deadlines.

**Responsibilities:**

- Research community college enrollment information and trends
- Outreach to community colleges and Scholars about credential exam preparation and availability
- Ensure VA Ready's software is accurate and up to-date
- Participate in regular staff meetings and special events
- Work collaboratively with others in a diverse and inclusive environment
- Perform other duties as assigned

**Qualifications:**

- Must be computer literate (working knowledge of Word processing, PowerPoint, Excel, and Google Suite).
- Highly organized with outstanding time management skills
- 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 Scholar
- Applicant with their own computer is preferred.
- Video conferencing experience and knowledge

Position open until filled – immediate but may be considered for Fall Semester, Hours: requiring 15-20 hours per week and working at least 3 days a week.

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