

## **Workforce Development Workshop Intern**

**Number of positions available:** 1 Intern position

**Virtual or In-person:** Mostly virtual

**Eligibility requirements:** ELP II or ELP III participant

**Internship dates:** June and July.

**Working hours:** Attend each class (Three nights a week from 5:30pm -7:00pm beginning the week of June 13) virtually and be available the hour before and after the class for preparation and follow-up. Total hours: 8-10 hours per week.

**Supervisor:** Alexis Rivas, Workforce Development Coordinator

### **Responsibilities:**

- Assist with virtual workshops for parents. The three workshops are:
  - Tech for parents
  - Resume and cover letter writing
  - Financial empowerment Network
- Assist with class preparation – materials, Zoom set up, contacting attendees
- Help with Zoom technology during the workshops
- Call attendees to ensure they are able to participate
- Collect registration and attendance data and finalize date for each class
- Attend each class, take notes, and provide a short feedback report to supervisor on each class (what went well, what could be improved, what was most interesting, what was not interesting, how was the class reacting, etc.)

### **Desired skills:**

- Spanish and English fluency
- Good listening skills
- Computer communication skills (email, Whats App)
- Your own computer or iPad required for virtual work.

**About Edu-Futuro:** Edu-Futuro is a non-profit organization whose mission is to empower immigrant and underserved youth and families through mentorship, education, leadership development and parent engagement.