



Experience Works! PLUS Internship Program | Available Internship

Please review the EWP Handbook for full program eligibility and application processes. The WFWIB funds internships at its discretion and reserves the right to screen worksite and individual intern applications to ensure program eligibility. We cannot guarantee an interview or internship offer if a student is referred to one of the following organizations. Program spots are limited and filled on a rolling basis.

Internship Job Title

Business Associate Intern

Location:

Uniontown, PA

Responsibilities:

Review properties owned by UPDC, take pictures and complete field checklists related to environmental requirements; maintain database of properties and assist with coordinating mowing contract and property maintenance; establish social media presence for UPDC; research business financing; assist with coordinating a Low Interest Loan program compliance revise and interest collection; assist with community coordination and project development; conduct surveys to include community surveys and income surveys.

Critical Skills:

Strong writing and research skills; detail oriented and ability to prioritize; ability to multi-task and work independently; strong interpersonal skills; preferably community and economic development degree.



Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. For federal funding information, visit westfaywib.org/resources/.