



Internship Program Specialist **Westmoreland-Fayette Workforce Investment Board | Youngwood, PA**

Summary

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is the leader in regional workforce development activities in the Westmoreland-Fayette County area. Through innovative programming and strategic initiatives, the WFWIB assists individuals in obtaining the skills needed for today's workforce and helps local employers retrain, hire, and retain skilled workers.

The Internship Program Specialist will work closely with the Economic Growth Connection and the WFWIB Team to lead all aspects of creating, growing, and supporting all internship/experience related processes with regional high schools, career and technology centers, post-secondary institutions, and regional businesses. This is a full-time Grant Funded staff position with funding expected through June 2026.

Duties & Responsibilities

- Create/maintain relationships with employers and school districts.
- Together with EGC, meet with all participating school districts and identify existing internship/experience programs.
- Create spreadsheets of all existing internship/experience opportunities within participating school districts.
- Establish with each participating school district and EGC a mutually acceptable goal for the increase of internship/experience opportunities within that school district for the next 3 years.
- Create, for EGC's approval, of an internship/forum experience model based on criteria gathered from established school guidelines and proven best practices from already established/successful internship/experience programs and local businesses.
- Approach all employers throughout the region on behalf of all school districts to promote internship opportunities for high school students.
- Promote to regional businesses the Forum's existing Careerhub website and EGC's website for youth to learn about career's available in Southwestern PA and for students to use as an internship searching tool.
- Communicate to local businesses the importance and success of internships/experience opportunities and providing guidance through meetings and other means of communication.
- Assist with other duties as necessary

Required Skills

- Excellent project management skills and strong follow-up skills are required
- Professional interpersonal, comprehension, verbal communication, and written communication skills are required
- Ability to think strategically and critically and effectively collaborate
- Highly adept at working independently, prioritizing work, and multi-tasking
- Excellent computer, phone, and Office 365 skills, including Teams and Zoom



- Ability to maintain, create, organize, and coordinate resource materials
- Ability to facilitate and collaborate relationships with local employers, education and training providers, economic and workforce development organizations, and community organizers
- Ability to work professionally and confidentially with diverse populations
- Possess a valid driver's license and ability to travel within two county areas and Commonwealth of PA

Required Experience

- Project management experience preferred
- Background in education and/or human services is a plus
- Strong interest in youth workforce development is a plus
- Liberal Arts or Bachelor's Degree in a related field from an accredited college or university is required

Salary & Benefits

- Position Level: C
- Expected salary range: \$38,468 - \$45,000 (Salary is commensurate with experience)
- Excellent benefit package, including medical, prescription, dental, vision and more
- Office Location: Youngwood, PA

The Westmoreland-Fayette Workforce Investment Board is an equal opportunity employer/program. Equal Opportunity, Diversity, and Inclusion: The Westmoreland-Fayette Workforce Investment Board (WFWIB) is committed to treating every individual, family, employee, and applicant with dignity, respect and compassion regardless of a person's sex, ancestry, national origin, race, color, age, religion, disability, military or veteran status, sexual orientation, gender identity/gender expression, genetic information, or social, economic or political affiliation. Compassion, trust, and mutual respect are at the core of our commitment to diversity and inclusion. The WFWIB fosters and promotes an inclusive environment that leverages the unique contributions of diverse individuals and organizations in all aspects of our work. We know that by bringing diverse individuals and viewpoints together we can collectively and more effectively create opportunities for a better life for the individuals we support.

Auxiliary aids and services are available upon request to individuals with disabilities.