



## **Programs Assistant Intern**

### **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 Programs Assistant Intern will work closely with the Programs Team to provide needed assistance on various workforce development programs. Specifically, the Programs Assistant Intern will monitor, develop, and assist in the coordination of WFWIB programming. This is a temporary, paid internship position.

#### **Duties & Responsibilities**

- Assist the Programs Team in coordinating the Experience Works! PLUS Internship Program
- Assist the Programs Team in developing and improving programming through the identification and implementation of new best practices
- Assist the Programs Team in completing program reports
- Act as the initial point of contact for participants within the Experience Works! PLUS Internship Program
- Coordinate the collection of Experience Works! PLUS applications, materials, and timesheets
- Maintain an open channel of communication with Experience Works! PLUS participants
- Schedule and coordinate events and meetings with program participants
- Coordinate data entry for programs
- Track and translate program data to the Programs Team and Executive Director
- Visit programming sites to meet with program providers and program participants and write reports on the information gathered during the site visit
- Capture and take photos of program participants and activities for WFWIB social media
- Handle sensitive and confidential information
- Perform other duties as required

#### **Required Skills**

- Highly adept at working independently, prioritizing work, and multi-tasking
- Ability to think strategically and critically and effectively collaborate
- Professional interpersonal, comprehension, verbal communication, and written communication skills are required
- Excellent computer, phone, and Office 365 skills, including Teams and Zoom
- Ability to maintain, create, organize, and coordinate resource materials
- 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

- An in-progress/completed post-secondary education is required.
- Earning/an earned degree in communication, project management, education, business administration, or a related field is preferred.

#### Salary & Benefits

- This temporary internship position will pay \$16.00/hour.
- Office Location: Youngwood, PA

#### How to Apply

- Please submit your cover letter and resume to WFWIB Executive Assistant Michele Aston at [maston@westfaywib.org](mailto:maston@westfaywib.org).

The Westmoreland-Fayette Workforce Investment Board (WFWIB) is an equal opportunity employer/program. Equal Opportunity, Diversity, and Inclusion: The 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.