

Internship - \$20/hour, Short-Term, Part-Time, Flexible

Do you have a passion for people and community development, and want to gain valuable experience in event planning and partnership coordination?

Clackamas Workforce Partnership is seeking a driven, detail-oriented intern to join our team for a short-term, part-time project assisting with the planning and execution of a major workforce summit. This is a flexible opportunity with an average of 10 hours per week (some more, some less) with an overall minimum of 200 hours, perfect for students or individuals seeking supplemental income.

Responsibilities:

- Assist with pre-planning activities: research speakers, vendors, and venues; develop logistics and timelines; prepare budgets.
- Support with marketing and outreach: draft communications, manage email campaigns, coordinate with social media team.
- Contribute to event execution: assist with registration, set-up, speaker coordination, and logistics on-site.
- Oversee and increase organization's social media presence.
- Analyze post-summit survey data and prepare reports.
- Administrative support including data entry, event tracking, and processing paperwork.
- Other duties as assigned.

Qualifications:

- Strong interpersonal and written communication skills, with the ability to effectively communicate with diverse stakeholders.
- Experience using common computer applications like email, Google Docs, and Microsoft Word.
- Must have reliable transportation.
- Occasional weekend and evenings as community outreach and events require.

Preferred skills:

- Knowledge of principles and procedures for event planning.
- Demonstrated interest in the principles and practices of workforce development programs and systems.
- Prior experience working with vulnerable populations

Benefits:

- Gain valuable experience in event planning, project management, and communication.
- Work alongside a dedicated team and learn from experienced professionals.
- Contribute to a meaningful project impacting the local workforce.
- Flexible work schedule to accommodate your needs.
- Competitive hourly rate of \$20.
- This position is made possible by grant funds.

We are committed to fostering a diverse and inclusive environment and encourage applications from all qualified candidates.

Clackamas Workforce Partnership is committed to providing equal employment opportunity without regard to race, color, national origin, religion, sex, age, disability, marital status, sexual orientation, political affiliation or belief, or other protected status.

To Apply:

Send cover letter and resume to info@clackamasworkforce.org. Any questions regarding the position may be directed to Bryan Fuentez.

Don't miss this chance to gain valuable experience while making a difference in your community!

Deadline to Apply: March 22, 2024