

Tulsa Area Workforce Development Board Job Description

POSITION TITLE:	Intern
REPORTS TO:	Executive Director
SALARY RANGE:	\$12/hour, between 10 and 20 hours per week
FLSA STATUS:	Exempt

POSITION SUMMARY:

The Intern will support Workforce Tulsa staff via a wide array of activities, including research, scheduling, policy creation, and special projects.

DUTIES AND RESPONSIBILITIES

- Research local, state, and federal workforce policies and make recommendations to staff regarding implementation and best practices. Create local policy based on federal and state policy. Assist with monitoring of contractors to ensure compliance with local, state, and federal policy.
- Research workforce-related topics on behalf of senior staff. Create presentations for senior staff based on those topics.
- Perform workforce-related special projects, including legislative.
- Attend networking events and presentations.
- Assist with fundraising, including grant writing.
- Assist with scheduling appointments for senior staff; making phone calls to board members and committee members; website updates; social media; and, event planning.

QUALIFICATIONS

Education:

- Two years of college or equivalent experience.

Experience & Skills:

- Ability to prioritize tasks and meet deadlines in a fast-paced, evolving environment.
- Ability to read federal rules and condense into common sense policy and procedures.
- Ability to establish positive working relationships and work with partners, service providers, the community at large, and board members, when directed to do so.
- Excellent written and verbal communication skills. Ability to generate written reports detailing

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monitoring findings and write corrective action plans. Ability to effectively present information to partners and Boards of Directors.

- Intermediate to advanced skills with Microsoft Office (Word, Excel, and Outlook) and standard internet browsers.
- Experience and/or ability to write grants for the workforce system.

Licenses and Certificates: This position may require possession of a valid Oklahoma Class "D" Operator's License.

HOW TO APPLY

Please send a cover letter and resume to scadamy@workforcetulsa.com.

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