



### **Internship Description:**

**Title:** Workforce Development Intern (paid)

\$8.25-\$8.75per hr (20-25 hrs. per week) (Part-time) (Temporary) 6months to1 year

Focus Areas: Workforce Training, Business, Job Development, Coaching, Workforce Development

**The Renaissance Collaborative (TRC) is a non-profit that facilitates Workforce Training and Development Programming along with Housing and Support Services. Our agency is in need of an unpaid intern to work alongside our Workforce Development staff on a variety of projects. The main focus for this internship will be fostering relationships with employers in order to create employment opportunities for our clients (job seekers).The potential intern would learn and assist Workforce Development Staff with:**

- Building Relationships with Employers (Main Goal)
- Assessing Clients Education and Work Skills (Vocational Assessments )
- Workforce Training
- Resume writing assistance
- Client Tracking and Report Writing
- Client Placement into Employment

### **Requirements:**

Interested Parties should have a background in or be students in workforce development, urban planning and policy, urban and economic development, or business and job development .Candidates should be self-starters, enthusiastic, multi-taskers who are computer literate, with a knowledge of Microsoft Software Platforms. A passion for helping others is a must. You will be working with a wide array of cultures, backgrounds, and personalities so an understanding, patient but no-nonsense attitude is a must. Open graduate students or post graduates. Days and Hours are flexible

### **Application Instructions:**

Send Cover Letter and Resume via email, fax, or mail to:

Contact:

Walter Bush IV  
Employment Manager  
The Renaissance Collaborative, Inc.  
3757 South Wabash Avenue  
Chicago, Illinois 60653

(773) 924-9271, Fax

email: [wbush@trcwabash.org](mailto:wbush@trcwabash.org)

website: <http://www.trcwabash.org>