



## Intern, Workforce Development, Policy & Systems *Description*

### **About UNITE-LA**

Over the past 20 years, UNITE-LA has established itself as a trusted education and business intermediary, dedicated to supporting the development of an effective local public education system, so that all children and youth succeed in college, career and beyond. Through the intersection of programming, policy, and systems change efforts, UNITE-LA works to increase access to high-quality early childhood education, develop career pathways in high-growth industries, improve college access and success, and ensure workforce readiness, especially for individuals with high barriers into the workforce. Committed to developing and sustaining a diverse workforce with a work environment that is welcoming, respectful, and inclusive for all, UNITE-LA is currently engaged in organization-wide efforts to fully integrate equity and anti-racism into our operations and work.

### **Position Overview**

Reporting to the Senior Director of Workforce Development, the Workforce Development, Policy & Systems Intern will support UNITE-LA's policy and systems change efforts to build a skilled workforce aligned to regional employer demand for talent and inclusive and representative of local, diverse communities. To advance our goals, UNITE-LA works closely with partners across business, education, government, community-based organizations, philanthropy, and other stakeholders committed to developing an inclusive and equitable economy through workforce development. The intern will support policy advocacy and system change work related to:

- 1) **Convening the [Los Angeles Workforce Systems Collaborative](#)** (*a collective of the region's education and workforce systems leaders working towards economic equity through workforce development*); and
- 2) **Our project with [Credential Engine](#)** (*to provide transparent, accessible information about education & training options to the general public to empower California's students, workers, families and employers*).

The position is temporary, non-exempt, hourly part-time position (16-24 hours per week) from September through December 2021.

### **Responsibilities**

The Intern will work closely with the Sr. Director of Workforce Development and be expected to develop relationships with other UNITE-LA staff and our external partners to support our work in the following ways:

- **Meetings and Convenings (Internal and External)**
  - Schedule and coordinate meetings
  - Support development of, organize, and distribute meeting agendas and materials
  - Take notes and produce meeting summaries
- **Research and Writing:**
  - Conduct research on workforce issues and track relevant policies through web research, news, available reports, webinars, etc.
  - Support development of documents and communication materials such as advocacy letters, newsletter articles, policy briefs, presentations, reports, and social media posts
- **Project Coordination:** Support follow-up around projects, including updating project management/workplans as needed and maintaining electronic filing systems

Other duties may be assigned as project needs arise and match with the intern's skills, interests, and availability.

### **Skills and Qualifications**

- Interest in workforce development, education and economic equity through policy and systems change
- Demonstrated proficiency with Microsoft Office applications (particularly Word, Excel, PowerPoint), applications handling PDFs, Internet applications
- Experience with planning meetings and events
- Strong research, writing, editing, and presentation skills
- Strong written and verbal communication skills
- Strong interpersonal and teamwork skills
- Ability to work independently as a self-starter and collaborate with a diverse group of professionals in a reliable and professional manner
- Strong organizational skills and attention to detail
- Ability to prioritize across multiple projects and produce high quality work
- Demonstrates a growth mindset and desire to continuously learn and improve

### **Preferred Requirements (*will learn on the job if no prior experience*)**

- Experience with policy advocacy, collective impact and/or systems change
- Experience with video conferencing platforms such as Zoom and Microsoft Teams
- Experience with online collaborative platforms, such as Microsoft SharePoint, Google Drive application suite (Docs, Sheets, Presentations, Forms, JamBoards), and Asana

### **Compensation**

\$15-20/hour depending on experience

### **Location**

This position is based in Los Angeles, CA. Work will be remote until COVID-19 conditions improve and allow for in-person attendance at our downtown Los Angeles office.

### **To Apply**

Interested candidates should submit their resume and cover letter (encouraged, but not required) to [workforcejobs@unitela.com](mailto:workforcejobs@unitela.com) using the email subject line "Intern, Workforce Development Policy and Systems." Applications will be reviewed on a rolling basis, and applications received by Wednesday, September 8 will be given priority consideration.

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UNITE-LA is proud to be an Equal Opportunity Employer committed to developing and sustaining a diverse workforce, because we believe that it makes our organization stronger. All qualified applicants will receive consideration for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We will consider for employment all qualified applicants, including those with criminal histories, in a manner consistent with applicable state and local laws, including the City of Los Angeles' Fair Chance Initiative for Hiring Ordinance.