



Job Description

Job Title:	Intern	FLSA Status:	Non-Exempt
Department:	Workforce Program Development	Reports to:	Policy Analyst
Effective:	August 01, 2023		

PURPOSE

This internship is for a position within the CareerSource Florida Workforce Program Development Unit and is responsible for identifying policy revisions necessary to conform with recent legislation and to aid in the development of the Workforce Innovation and Opportunity Act, Statewide Four-Year Combined Plan.

DUTIES AND RESPONSIBILITIES

- Work directly with the Policy Analyst to determine specific goals, directed and independent activities.
- Demonstrate a high degree of proficiency in communication in-person, electronically and by phone.
- Assist with research, analysis, outreach to partner agencies, attendance at meetings and documentation of discussions and decisions at these meetings.
- Work directly with the Policy Analyst and Policy Development Workgroup to identify policy objectives and document the status of strategic and administrative policies in progress.
- assist with the development of Strategic Policy and Performance Council and Board of Directors meeting materials.
- Write and proofread content for the development of the Workforce Innovation and Opportunity Act, Statewide Four-Year Plan.
- Maintain agendas for workgroup meetings, track deliverables and update timelines for the development of the Workforce Innovation and Opportunity Act, Statewide Four-Year Plan.
- Ensure all materials and public communications for the Workforce Innovation and Opportunity Act, Statewide Four-Year Plan are disability compliant.

QUALIFICATIONS AND EXPERIENCE

- Currently enrolled in a relevant degree program (e.g., business administration, social sciences, public administration).
 - Strong organizational skills with attention to detail and ability to handle multiple tasks simultaneously.
 - Excellent interpersonal and communication skills
 - Proficiency in using productivity software (e.g., Microsoft Office suite, project management tools) and the ability to quickly learn new software applications.
 - Self-motivated, proactive, and able to work independently while also fostering a team-oriented environment.
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PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Periodic standing, kneeling, or bending.
- Must be able to lift up to 10 pounds at times.

CareerSource Florida is subject to the Public Records Law, Chapter 119 of the Florida Statutes and the Sunshine Law, Chapter 286 of the Florida Statutes. Applicant submissions could potentially be subjected to public disclosure.

CareerSource Florida is an Equal Opportunity Employer and an E-Verify Employer.

SALARY

\$15.00/HOUR
