

**Job Title:** Workforce Education Program Intern  
**Sector:** Workforce Education & Training  
**Employment Category:** Intern  
**Employment Type:** Part-Time Intern  
**Commitment:** 3 month minimum; 15-20 hours per week  
**Location:** Central Oregon



The Latino Community Association (LCA) assists the Latinx community in our region to get back into the workforce after they've been off for some time or helps them chart a course for a career change. The goal of our workforce program is to provide and promote services that help strengthen the position and skills of our clients in the workforce. The intern will support the Workforce Empowerment Program Manager with the logistics and events of this program.

#### **RESPONSIBILITIES:**

- Connect clients to LCA workforce training opportunities (i.e. English classes and tutoring, computer training), professional development activities, and other resources in the community.
- Register or update clients' profiles in Apricot.
- Assist and teach clients to create and/or update a professional resume along with the skills to search online for employment opportunities.
- Support the program coordinator with the logistics of the program.
- Promote a positive image of LCA and our programs.
- Assist program coordinator with developing, administering and reviewing policies and procedures that guide the Workforce Education Program.
- Other duties as needed and assigned by the Workforce Empowerment Program Manager.

#### **LEARNING OBJECTIVES:**

- The intern will develop an enhanced professional skill set, interact with LCA staff, clients and supervisors and contribute to other projects as needed.
- The intern will learn interpersonal communication skills, event management, and program management.
- The intern will learn and develop leadership skills.
- The intern will learn and develop decision making skills.

#### **REQUIREMENTS:**

- Fluency in Spanish desired but not required
- University/college or postgraduate student
- Disposition to work with adults from diverse backgrounds preferred
- Strong computer skills
- Comfortable using on-line platforms (Zoom, Teams, Google) to engage with clients and staff
- Must be flexible, organized, and a self-starter
- Excellent interpersonal relations skills: the ability to work effectively with partners, colleagues in a cross-cultural, multi-disciplinary environment.

**To Apply:**

Email a resume and 1-page cover letter to Maricruz Valdovinos, LCA Volunteer Coordinator, [volunteer@latca.org](mailto:volunteer@latca.org). Contact Maricruz via email or by phone 541.633.6712 if you have any questions about the application process.

**Commitment to Diversity and Inclusivity:** LCA is committed to building a diverse organization and a climate of inclusivity. We strongly encourage applications from candidates who can demonstrate that they can contribute to this goal.

**Equal Opportunity Employer:** LCA is an equal opportunity employer and values diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status. We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform essential job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.