



Urban League of
Union County

*Empowering Communities.
Changing Lives.*

1139 East Jersey Street • Suite 515 • Elizabeth, New Jersey 07201 • Phone (908) 351-7200 • Fax (908) 527-9881

Position/ Title: Workforce Development Intern

Type: Non-Paid Internship

About Union County Urban League:

The Urban League of Union County (ULUC) is a non-profit community service organization founded in 1944. We are one of 90 affiliates of the National Urban League. The Urban League supplies information on the minority population, conducts surveys, training programs, secures jobs, motivates youth, and provides essential services in education, housing, health, employment, and advocacy. Our mission is to assist African Americans and other underserved people in the achievement of social and economic equality.

Programs operated included Housing Counseling (pre and post home purchase, budget/credit counseling, foreclosure, default, and delinquency counseling); Employment counseling, referral, and placement; Case management/re-entry counseling for those formerly incarcerated; and Emergency Assistance for rent/mortgage, utilities, and food.

Summary

The Workforce Development Intern will assist with the implementation of workforce development programs and initiatives. This role provides hands-on experience in career services, program administration, and client engagement. The intern will support job seekers by contributing to program development, resource coordination, and outreach activities.

Key Responsibilities

- **Program Support**
 - Assist in the coordination and delivery of workforce development workshops, including resume writing, interview preparation, and job search strategies.
 - Provide administrative support for workforce development programs, including scheduling, participant tracking, and data entry.
 - Help maintain and update job boards and other resources for clients.
- **Client Engagement**
 - Serve as a point of contact for program participants, providing guidance on available resources and services.
 - Conduct intake assessments to determine clients' skills, interests, and employment needs.
 - Follow up with clients to track progress and provide support as needed.
- **Employer Outreach**
 - Assist in developing and maintaining relationships with local employers to identify job and internship opportunities for clients.
 - Research potential employer partners and industry trends to inform program offerings.
- **Data and Reporting**
 - Help collect and analyze data related to program outcomes, including employment placements, certifications earned, and client satisfaction.
 - Prepare reports and presentations for internal and external stakeholders.

- **Special Projects**

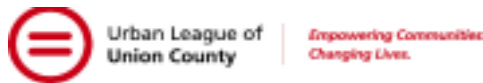
- Contribute to workforce development events such as job fairs, networking events, and community outreach programs.
- Support the creation of marketing materials and social media campaigns to promote workforce programs.

Qualifications

- Currently enrolled in or recently graduated from a college or university with a focus in Human Resources, Social Work, Business, Non-Profit Management, or a related field.
- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and/or Google Workspace.
- Experience or interest in workforce development, career counseling, or community outreach is a plus.

How To Apply:

E-mail resume and cover letter to HR@uloucny.org. In the subject line, write: “Workforce Development Internship”



The Urban League of Union County is an Affirmative Action/ Equal Opportunity Employer.