



West Michigan Center for Arts +Technology Job Description

Job Title: Workforce Development Program Intern
Reports To: Director of Workforce Development
Prepared Date: 12/10/2018

SUMMARY

West Michigan Center for Arts + Technology (WMCAT) is an innovative, forward-thinking organization grounded in the symbiotic relationship between space, technology and best-practice programming. We provide a culture of opportunity for people to create social and economic progress in their lives and community.

WMCAT's Workforce Development program offers under and unemployed men and women the opportunity to learn a new career, grow personally and professionally, and build a network with industry and community leaders.

The Workforce Development intern supports the engagement and recruitment of program students.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Commitment to the mission of WMCAT to provide a culture of opportunity
- Support student recruitment process including preparing for student interviews, greeting potential students, administering assessments, following-up with potential students
- Engage program alumni. Capture stories and data
- Data collection, input, and analysis
- Administrative support including front desk coverage and communication to students
- Event support

RESULTS EXPECTED

- Maintain administrative policies and procedures
- Maintain accurate, complete, and timely reports and records
- Maintain an array of services and programs to meet the needs of colleagues and WMCAT students as appropriate
- Comply with organizational policies and ethical business practice standards
- Demonstrate exemplary professional standards in performance, conduct, and appearance
- Strive to align and lead nationally recognized best practices

EDUCATION/EXPERIENCE/SKILLS

- Degree seeking
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to work independently and with initiative
- Ability to prioritize multiple tasks

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to handle, or feel, and is frequently required to talk or hear. The employee regularly is required to sit, walk, stand, and reach with hands and arms. The employee is occasionally required to stoop, kneel, climb or crouch. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

No person shall be excluded from WMCAT services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by State of Michigan or federal law or by local ordinance for those jurisdictions where WMCAT operates.

To apply: Please send a cover letter and resume to Jamon Alexander at hire@wmcat.org.