workforce CONNECTIONS
PEOPLE. PARTNERSHIPS. POSSIBILITIES.
Connecting Employers to a Ready Workforce

Job Description

Research Policy Intern

Job Purpose

Workforce Connections is seeking to hire a summer intern to work closely with the Chief Strategy Officer to plan and carry out research actions to ultimately bring awareness and strengthened connectivity of Workforce Connections' activities to the Local Elected Officials (LEOs), community partners and entities within Southern Nevada.

This individual will assist in planning and carrying out strategic initiatives to support a wide range of congressional state and local governmental relations activities.

Essential Job Functions

- Perform research and analysis using a variety of resources; draft memos, talking points, and other advocacy documents and materials.
- Generate newsletter to include informational data pertinent to Workforce Connections' activities.
- Create and maintain database of leaders to disseminate informational newsletter to increase awareness of Workforce Connections' activities.
- Assist with developing resource materials relevant to Workforce Connections.
- Attend meetings within the community to take notes and distribute to Chief Strategy Officer.
- Assist with special projects to include events and community outreach efforts.
- Manage confidential information
- Other duties as assigned.

Requirements

Students applying for this internship should preferably be Political Science, Public Policy, Government, or Economics majors with the ability to apply discretion and impartial discernment. Requires an extremely organized, highly self-motivated, detail oriented individual who can work effectively and independently

Excellent research, writing and communications skills; preferred knowledge of environmental advocacy and/or national politics.

Workforce Connections is an equal opportunity employer/program
Auxiliary aids and services are available upon request for individuals with disabilities
Relay 711 or (800) 326-6868

Abilities

Requires the ability to gather and analyze facts, to devise solutions to problems, attention to details and to perform with a high level of accuracy and completeness. Ability to work independently or in a team environment; work effectively with others, provide effective client service and public relations, display strong interpersonal and communication skills, both verbally and in writing, organize, prioritize, research, and plan. Ability to correctly interpret, explain and apply policies and procedures, understand and follow oral and written instructions, ability to communicate clearly and concisely, both orally and in writing. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Requires repetitive movement, sitting, writing letters and memos, face-to-face discussions with individuals or teams, use of electronic mail, telephone conversations, contact with others (face-to-face, by telephone, or otherwise). Requires the opportunity to make decisions without supervision, freedom to determine tasks, priorities, and goals, repeating the same physical activities or mental activities over and over; requires being exact or highly accurate, requires meeting strict deadlines. Requires work with external providers, customers or the public, work with others in a group or team, coordinating or leading others in accomplishing work activities.

Skills

Basic Skills: Active learning, active listening, critical thinking, reading comprehension, speaking and writing.

Social Skills: Coordination, instructing, negotiation, persuasion, service orientation, social perceptiveness.

Problem Solving Skills: Basic problem solving.

Systems Skills: Judgment and decision making.

Resource Management Skills: Time management.

Desktop Computer Skills: Spreadsheets, presentations, internet navigation, word processing.

Knowledge

English Language: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Clerical: Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Tools: Calculators, desktop computers, scanners, copiers, fax and phone systems.

Technology: Basic skills with Microsoft Windows and Office environment (Word, Excel, Outlook) and standard office equipment.