

## Internship Opportunity

### Applications accepted on a rolling basis

**Position Overview:** Work with our team on various projects and initiatives that promote career readiness and successful transitions to adulthood for all youth (with a special focus on youth with disabilities and other disconnected youth) by increasing the capacity of and connections among all stakeholders in the workforce development system. The intern will assist staff of IEL's Center for Workforce Development (CWD) with any number of tasks including gathering information on programs, strategies, resources, and policies for supporting youth in transition, writing and editing publications and website content, and coordinating outreach and dissemination activities such as social media. CWD's current initiatives including the National Collaborative on Workforce and Disability for Youth (NCWD/Youth), [www.ncwd-youth.info](http://www.ncwd-youth.info); the Ready to Achieve Mentoring Program (RAMP), [www.ramp.iel.org](http://www.ramp.iel.org); and DC Advocacy Partners, <http://www.dcpartners.iel.org/>.

### Responsibilities may include:

- Research and produce at least one project of your choosing related to our work.
- Collect information from and/or about federal, state, and local youth programs, policies, and initiatives. Information collection may involve Internet research and email and telephone communication with programs and organizations across the country.
- Write and edit website content and assist with updating website links and resources.
- Research and write blog posts.
- Assist with writing reports and other publications.
- Attend presentations and briefings and share information gathered at these events with Center staff.
- Participate in internal and program meetings.
- Prepare for and participate in meetings, teleconferences, and conferences as they arise.
- Assist with dissemination of project/program publications and announcements using social media tools including Twitter and Facebook.
- Perform other duties as assigned.

### Qualifications:

- Current undergraduate or graduate student or recent graduate
- Strong organizational skills
- Strong writing and editing skills
- Strong interpersonal and communication skills
- Documented capacity to work effectively as a team member
- Ability to manage multiple tasks simultaneously
- Experience with various software packages: Microsoft Word, Excel, PowerPoint applications; some experience with Web-related software preferred
- Educational background and/or strong interest in one or more of the following disciplines: secondary education, career development, workforce development, youth development, youth leadership, transition services, disability studies, special education, public policy

IEL pays interns a modest stipend.

**To apply:** Please send a resume, a writing sample, and a cover letter that describes what interests you about the internship, what skills and experience you would bring to the internship, and what you would like to gain from the experience to Mindy Larson, [larsonm@iel.org](mailto:larsonm@iel.org) or fax: (202) 872-4050.

## About the Center for Workforce Development (CWD)

Since 1991, the Center for Workforce Development (CWD) has helped public and private sector leaders promote career readiness and successful transitions to adulthood for all youth—with a special focus on youth with disabilities and other disconnected youth—by increasing the capacity of and connections among all stakeholders in the workforce development system. CWD’s research, training, technical assistance, and materials focus on:

- ❖ Assisting educators, workforce development professionals, employers, and policymakers in bridging school and workplace, learning and earning;
- ❖ Establishing standards, assessments, and tools to improve quality, connections, and collaborations;
- ❖ Improving the involvement and relationship of employers to learning and training enterprises and the broader workforce development system;
- ❖ Assisting youth and their families in navigating the road to adulthood, from school to additional education, careers and independent/community living; and
- ❖ Promoting the development of career pathways for youth service professionals.

## About the Institute for Educational Leadership

For a half-century, the Institute for Educational Leadership has championed the need for leaders at all levels to shake off their institutional constraints and work across boundaries to address the needs of young people and their families. Bound by no constituency, IEL serves as a catalyst that helps policymakers, administrators, and practitioners at all levels to bridge bureaucratic silos and undo gridlock to improve outcomes for all young people and their families.

The work of IEL focuses on three pillars required for young people and their communities to succeed.

- ❖ Involving the broader community with public education to support the learning and development of young people.
- ❖ Building more effective pathways into the workforce for all young people and supporting the transition to adulthood.
- ❖ Preparing generations of leaders with the know-how to drive collaborative efforts at all levels.

### **Vision**

A society that uses all of its resources effectively to provide an equal opportunity for all children and youth to learn, develop, and become contributing citizens of our democracy.

### **Mission**

To equip leaders to work together across boundaries to build effective systems that prepare children and youth for postsecondary education, careers, and citizenship.



The **National Collaborative on Workforce & Disability for Youth** ([www.ncwd-youth.info](http://www.ncwd-youth.info)), created in 2001, assists state and local workforce development systems to better serve all youth, including youth with disabilities and other disconnected youth. NCWD/Youth is a national technical assistance center funded by the U.S. Department of Labor's Office of Disability Employment Policy.

The **Professional Development Initiative** ([www.ncwd-youth-info/professional-development](http://www.ncwd-youth-info/professional-development)), identifies the knowledge, skills and abilities that professionals working directly with youth need to better connect all young people to education, workforce, and independent living opportunities and builds the capacity of these youth service professionals to affect positive outcomes for all youth, including those with disabilities and other disconnected youth.



The **Ready to Achieve Mentoring Program™** ([www.ramp.iel.org](http://www.ramp.iel.org)), supported by the U.S. Department of Justice's Office of Juvenile Justice & Delinquency Prevention, is a high-tech, career-focused mentoring program for youth with disabilities and youth involved with, or at risk of becoming involved with, the juvenile justice system.

The **Right Turn Career-Focused Training Initiative** ([www.rightturn.iel.org](http://www.rightturn.iel.org)) serves juvenile offenders, providing comprehensive reentry and transition services, including connection to education, mentoring, soft skill building, workforce development, and violence prevention. Funded by the U.S. Department of Labor's Employment and Training Administration, five local sites operate Right Turn in different communities.



The **National Consortium on Leadership & Disability for Youth** ([www.nclid-youth.info](http://www.nclid-youth.info)) helps young people in the disability community grow their leadership capabilities and influence the programs designed to serve their needs.

The **High School/High Tech Program** ([www.ncwd-youth.info/hsht](http://www.ncwd-youth.info/hsht)) is an effective strategy for improving post-high school outcomes for youth with all types of disabilities. The program is designed to address the full array of needs of transition-age youth with disabilities, including exposure to science, technology, engineering, math, and technology-related careers.



**DC Advocacy Partners** ([www.dcpartners.iel.org](http://www.dcpartners.iel.org)) is a leadership training program for self-advocates and family members of children with intellectual/developmental disabilities. Participants gain leadership skills and develop positive partnerships with elected officials and school and community leaders. Participants engage in interactive learning and gain valuable information about current issues, services, and policymaking and legislative processes.

For additional information, call 202-822-8405 or visit [www.iel.org](http://www.iel.org).