

BBEDC Education, Employment & Training Department Intern

Qualifications:

- Must be 18 years old or older
- Resident of BBEDC CDQ community
- High School Diploma or GED
- Experience in use of computer software for word processing and spreadsheet
- Demonstrate interest in program administration through documented education, training or prior work experience
- Good communication skills both written and oral

Duties:

- Work with residents who wish to apply for BBEDC vocational, employment & educational programs including the review and evaluation of applications
- Maintain and enhance database or systems to track progress of program participants
- Assist with the implementation of BBEDC vocational, employment & educational programs
- Interviews, assesses and informs potential applicants applying for funding what is expected of the applicant
- Travel to CDQ communities and selected campuses
- Maintain strict confidentiality
- Other duties as assigned

Compensation:

- \$16.00 - \$19.00 per hour
- Work hours can be flexible
- September 1 thru November 30

***BBEDC will be accepting applications until the internship is filled
For an application or more information
Please contact BBEDC at 842-4370***

**BBEDC
Education,
Employment &
Training
Department
Intern**