

Paid Summer Internship Opportunity

American Recovery and Reinvestment

- Are you age 18 – 24?
- Seeking temporary employment?
- Are you interested in supporting the proper management of public programs?
- Do you have good office skills – telephone, computer (internet, word processing, etc.)?



The Central Oklahoma Workforce Investment Board (COWIB), a non-profit corporation located in Oklahoma City, OK, is seeking to hire a student, age 18 to 24, to help implement the youth summer employment component of the American Recovery and Reinvestment Act (ARRA). If you are interested in temporary employment with the COWIB, please contact us today.

To qualify for this opportunity, you must meet the participant eligibility requirements of the Workforce Investment Act (WIA).¹ Additionally, you should have:

- ✓ A high school diploma or GED;
- ✓ Good communication skills;
- ✓ Ability to read and follow written instructions;
- ✓ Proficiency in basic computer skills (word processing, email, internet, spreadsheet).

College students and Career Tech students are welcome to apply. Veterans preferred.

This is a full-time, grant-funded position. **An hourly wage of \$10.00 will be paid.** Work hours: Monday through Friday, 8am to 5pm. Non-Exempt.

To apply:

Send your résumé, via email, to: Angela Williams (angelawilliams@cowib.org). Be sure to describe your previous work history, if any, and your level of educational attainment.

COWIB is an Equal Opportunity Employer / Program. Auxiliary aids and services are available upon request to individuals with disabilities. Funded by the Workforce Investment Act of 1998 and the American Recovery and Reinvestment Act of 2009.

Job Description:

- Assist with coordination and management of the COWIB's Summer Youth program.
- Conduct program reviews and compliance monitoring activities according to established procedures, including:
 - Using checklists and other instruments to review worksite agreements;
 - Interviewing program participants, worksite supervisors, and program professionals.
- Assist with preparation of program reports, including:
 - Observing and describing program activities;
 - Compiling information in a computer spreadsheet;
 - Retrieving program information from an existing computer database.
- Assist with collection of program documentation;
- Assist with preparation and publication of public information relating to the Summer Youth program, including:
 - Write short articles for newsletter (print or electronic);
 - Write news releases;
 - Etc.
- Other duties as assigned.

¹ Applicants must be age 18-24, a U.S. citizen or eligible to work in the United States, and compliant with the Military Selective Service Act. Additionally, applicants must meet one of the WIA qualifying criteria (described in Section 101(13) of the Act), such as – have a disability, have a limited work history, be a parent (or pregnant), have a basic skill deficiency, etc. Also: Must be economically disadvantaged, as defined in the Workforce Investment Act. To find out if you meet the eligibility criteria for this program, please complete a WIA Youth program application at the Workforce Oklahoma Reno Center, 416 Hudiburg Circle, Suite B, in Oklahoma City. Telephone: 639-3640.