



SKILLS . JOBS . CAREERS

Position: Marketing & Community Outreach Internship

Program/Department: English for Advancement

Schedule: Flexible schedule – within a Mon-Fri, 9am-5pm schedule.

JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment, build careers, and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

Program Overview:

English for Advancement (EFA) is an innovative program that provides vocational English classes and career counseling services to English language learners in communities such as Boston, East Boston, Lynn, Lawrence, and Lowell. In addition to learning more English, students work with career coaches to develop resumes and cover letters, search for jobs, prepare for job interviews, and receive post-placement support. EFA students work toward developing their command of English and job readiness in order to obtain a new or better job within a year.

We are seeking fall semester interns who are interested in learning and developing skills for community-based outreach to diverse immigrant populations. Interns will report directly to EFA staff to strategize, enact, and evaluate marketing and communications plans to reach individuals and communities who can be best served by the EFA program. Interns also have the opportunity to assist EFA instructors and career coaches, working directly with clients based on interest and program need.

Responsibilities:

- Engage with small businesses and non-profit organizations to build relationships for marketing opportunities
- Attend and actively participate in community events such as coalition meetings, festivals, and neighborhood fairs to represent the EFA program and engage potential students
- Field interest calls from potential students and contribute to optimizing engagement systems
- Research new marketing strategies and review current outreach efforts
- Develop learning goals and take ownership over an individually-driven semester project that will improve the outcomes for outreach efforts

Skills/Qualifications:

- Comfortable in communities where English is not the predominant language
- Experience working with people of various cultural, religious, and ethnic backgrounds
- Bilingual, bicultural preferred, but not required
- Must be able to work under limited supervision and complete projects on time
- Must be motivated to spend 50% of time outside the office conducting field marketing and 50% of time inside the office participating in digital marketing, administrative and project-based work
- Flexibility—responsibilities will vary on a day-to-day or weekly basis