



Position Description

Workforce Development [INTERN]

Department: Housing

Exempt: Yes

Reports To: Deputy Director

Salary:

Internship Position Summary:

As a Workforce Development Intern with Project HOPE Boston, Inc., you will support the Workforce and Education team in their efforts to empower individuals in the Nubian Square/North Dorchester area through career development initiatives. Under the guidance of the Education and Training Manager, you will assist in administrative tasks related to workforce development programs, focusing on college and career readiness for participants. This internship offers valuable exposure to workforce development practices and community engagement strategies.

Agency Background:

Project HOPE Boston, Inc. has provided support to families in the Nubian/North Dorchester area for over 40 years, always with a laser focus on partnering with families seeking housing stability and economic mobility. Since its inception, Project HOPE has implemented a number of innovative and impactful programs to address housing, workforce, childcare, and educational needs.

Located in Boston's Dudley Street neighborhood, Project HOPE Boston, Inc. is at the forefront of efforts in the city to move families beyond homelessness and poverty. It was founded in 1981 by the Little Sisters of the Assumption, who first settled in the Dudley area in 1947 to live and work with families in the local neighborhood. In the 1980s, when family homelessness was identified as a crisis in Boston and the state, the Sisters opened their doors. They welcomed families to stay with them, and Project HOPE (House Open People Enter) Boston was established. Once best known as a family shelter, Project HOPE today offers an array of services to assist families in gaining the resources and skills that can lead to more opportunities and access. Partnering with families in neighborhoods that have been historically marginalized, Project HOPE centers its efforts and work on the Social Determinants of Health with a racial equity lens.

In 2006, Project HOPE Boston, Inc. opened an attractive Community Building on Dudley Street. – the first LEED Silver certified, earth-friendly building in Roxbury – to serve as its headquarters and a neighborhood center for job training, adult education, housing counseling, community



empowerment, and more. Just a few blocks away, the original site remains home to the family shelter.

Position Summary:

As a Workforce Development Intern within the Workforce and Education team, you will assist in providing college and career readiness support to students enrolled in ESOL and job training programs. Your responsibilities will include administrative tasks such as data management, documentation, and outreach to employers. You will have the opportunity to collaborate with instructors, employers, and community partners, gaining insight into workforce development strategies and labor market trends.

Primary Responsibilities & Learning Opportunities:

- Support the Workforce Coordinator in administrative tasks related to career coaching and job readiness services.
- Assist participants in their job search journey, including application assistance, interview preparation, and onboarding support.
- Help develop instructional materials and presentations on job readiness topics for program participants.
- Contribute to outreach efforts to employers in critical industries, facilitating engagement and partnership opportunities.
- Assist in managing data input and documentation related to job training activities and participant outcomes.
- Collaborate with workforce development stakeholders and community-based organizations to address the needs of program participants and communities served.
- Opportunity to learn about workforce development practices, community engagement strategies, and data management techniques.

Position Requirements:

- Demonstrated commitment to Project HOPE Boston, Inc.'s mission and values.
- High school diploma or equivalent required; pursuit of a Bachelor's degree in a related field preferred.
- Interest in workforce development and supporting culturally diverse, low-income communities.
- Strong interpersonal skills and ability to effectively communicate with job seekers and employers.
- Detail-oriented with good problem-solving skills and ability to follow through on tasks.
- Ability to connect with community members and stakeholders from various backgrounds.
- Proficiency in Microsoft Office suite and general office equipment.

Equipment Used:

- General office equipment such as a computer.



This internship provides an opportunity to gain practical experience in support within a workforce development context, contributing to the mission of empowering individuals and families toward economic stability and mobility.