INTERNSHIP OPPORTUNITY

Organization: Workforce Development Council Snohomish County
Position Title: Policy Committee Coordinator
Duration: September 24, 2012-June 14, 2013
Schedule: to be determined but between the hours of 8 am to 4 pm
          average of 3 hours per week
Location: WorkSource Monroe
          17150 West Main St, Monroe, WA
Reports To: Amy Persell, Director of Service Delivery
Compensation: $15 an hour

About the Organization:
Workforce Development Council Snohomish County (WDCSC) is the local workforce investment board for Snohomish County, Washington responsible for the planning for and expenditure of Workforce Investment Act dollars. WDCSC operates the one-stop workforce investment system known as WorkSource Snohomish County. WDCSC manages between $8 and $12 million in federal, state, local and private funds annually which also include national direct grants from the Department of Labor as well as state education funds, and funds from the Bill and Melinda Gates Foundation to work with a wide array of homeless family and housing experts to develop a plan for eradicating homelessness in Snohomish County. One of the direct Department of Labor grants is the YouthBuild program which the WDCSC has operated since 2008.

Vision
WDCSC will be the nationwide leader in providing a model system of universal access in which job candidates develop careers to achieve a livable wage, employers have access to a sustainable workforce, and the community can build upon its economic health and vitality.

Mission
WDCSC invests government and private funding to continuously increase the global competitiveness and prosperity of our workforce and businesses, fill current and emerging jobs, and provide full employment. Our investments are made through effective business, labor, community-based, educational, and service provider organizations for the opportunity, economic well-being, and benefit of our entire community.

YouthBuild is a job-training and GED attainment program for at-risk youth aged 18-24. The program starts in September and runs the duration of the school year. YouthBuild runs for 35 hours a week and offers GED preparation, construction education, paid work experiences, service learning, job preparation and leadership opportunities. YouthBuilders assist with the construction of homes for low-income families as part of Housing Hope’s Self Help Housing Program.

The Director, Amy Persell, has administered the WDCSC workforce development programs since 2005. She also has experience within the workforce development field from work at Lake Washington Technical College and Cascadia Committee College. She has a Bachelor of Arts
degree in History and Secondary Education and a Master of Science degree in Management with an emphasis in Organizational Leadership.

**Position Summary:**
Each YouthBuild program is requested to run a policy committee of YouthBuild students. WDCSC is seeking a student from University of Washington-Bothell to coordinate this committee. A policy committee is a structured group that allows for decision making about the program. The policy committee is made up of YouthBuild students. The policy committee will make recommendations on program policies, participate in staff hiring, consult on program design, plan events, mediate conflicts, select service learning projects, suggest additional trainings for YouthBuilders and participate in other relevant program decisions. It is expected that the committee meet once a week for one hour. Please see [http://www.ybhandbooks.org/files/tools/YB_Policy_Committee_Handbook.pdf](http://www.ybhandbooks.org/files/tools/YB_Policy_Committee_Handbook.pdf) for additional resources.

**Essential Duties and Responsibilities:**
- Staff policy committee meeting once a week for one hour
- Create work plan
- Develop a process for the selection of members
- Create a plan for team-building
- Assist members with developing a work plan for the year
- Track activities and decisions
- Guide committee work within the purview of the committee
- Support members in a mentorship role
- Advise the Director on opportunities for continuous quality improvement
- Other related activities.

**Desired Minimum Qualifications:**
- Current UWB graduate or undergraduate student with experience in social justice or public policy
- Interest in working with at-risk youth
- Ability to commit to working with at-risk youth and mentor as they work to change their lives
- Able to communicate effectively and facilitate group meetings.
- Ability to work independently. High attention to detail.

**Application Process:**
Please provide a letter of introduction specifically detailing why you are interested in the internship as well as examples of overall goals for the policy committee along with a resume by **May 31, 2012** to:

Amy Persell
Director of Service Delivery
Workforce Development Council Snohomish County
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Everett, WA 98204
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Amy.persell@wdcsc.org

For more information on [your organization], please visit our website: http://www.wdcsc.org/
or http://www.worksourceonline.com/y/YouthBuild.aspx.