**Concentration Level Practicum Job Description**

STL Youth Jobs is a 501(c)(3) nonprofit with a mission to bridge the divide between our region’s youth and the growing skills gap in our workforce. STL Youth Jobs was created in 2013 as a mechanism to change the landscape of employment opportunities for youth living in underserved areas so they are connected to opportunities through which they can gain experience and develop skills required to meet employment demands. From exploration to acceleration, STL Youth Jobs aims to be responsive to a variety of ages and skill levels by meeting youth where they are within their career journey.

STL Youth Jobs is an employment system that connects job seekers, ages 14-24, with meaningful paid work experiences. Since 2013, STL Youth Jobs has connected individuals to more than 5,000 job opportunities and experiences through a proven service model that includes a paid work experience, job readiness and financial literacy training, and career and mentoring services.

# PRACTICUM/INTERNSHIP OPPORTUNITIES

Roles and responsibilities are designed around a student’s areas of interest and the organization’s need. Practicum students are responsible for their own means of **transportation** to our administrative office located in the Central West End. Two practicum positions are available, one for foundation level and one for concentration level.

## ****BENEFITS****

* Flexible working environment
* Collaborative workspace at a tech and art co-working space
* Working in a small and nimble team and playing a vital role in a growing organization

## ****AVAILABILITY****

* For the time being, all practicum positions are required to be **in-person** (with the potential for some remote work hours) with traditional work hour availability (M-F 8 am – 5 pm). Hours are flexible and can be adjusted to fit the needs of the students. Occasional evening and weekend availability is possible. Regular supervisor and task manager check-ins required. Opportunities for periodic external (in-person and virtual) meetings with contractors, employers, donors, events, and strategic partners will arise.

# ****Concentration (MACRO Level) PRACTICUM POSITION****

## AVAILABLE YEAR-ROUND TO MSW STUDENTS (AND OTHER AREAS OF STUDY)

Students interested in further developing skills in marketing, development, organization partner relationships, and/or evaluation are encouraged to apply. This practicum is an ideal opportunity for students interested in nonprofit management. The STL Youth Jobs staff is a small team of seven individuals. Students have the opportunity to work in all departments with all staff members. Duties will be customized and can range from, but are not limited to:

### ****Marketing and Communications****

* Storytelling of the organization, partnership and youth experiences
* Manage assigned responsibilities of the organization’s internal and external communications plan including assisting with the creation of press releases, social media strategy development, branding and marketing strategy, database management, etc.
* Create marketing collateral and messaging to reach audiences of youth participants, donors, and employer partners
* Develop talking points, presentation design, handouts, and infographics

### ****Development****

* Assist the Director of Development with research and cultivation strategy for prospective donors
* Assistance with organizing and managing the donor relations database
* Assist in designing and creating the annual report

### ****Employer Relations****

* Assist Director of Employer Relations with employer recruitment, outreach, and communication
* Research regional labor trends and sectors, as well as local companies with skilled high-demand job opportunities
* Research educational and career pathways available to youth in St. Louis

### ****Program Evaluation Planning****

* Customized evaluation project around assessment of job coach performance, revenue income, increased engagement from employer partners, or more
* Conduct follow-up surveys and focus groups with past participants to monitor and assess their progress in the off season
* Develop a set of recommendations for engagement with past participants, including incentives, resources and referrals, and case management
* Will meet the evaluation requirement for required courses

**Other duties as assigned**

### ****Required Skills****

Practicum students must **work independently** with strong skills in:

* Organization
* Task management: track tasks and progress, presenting weekly updates
* **Time management**
* Strong writing and grammar
* **Communication**: must be good at following-up via email and phone
* Being a **self-starter** and taking the lead on projects
* Being A **digger**! Someone that does research and deep-dives when needed
* Flexibility and being a team player

### ****Desired Skills****

* Graphic design or familiarity with Canva (this is entry-level but willingness to be creative in designing social media and marketing materials)
* Experience with Squarespace and web design

### ****Application Instructions****

* Submit a resume and cover letter to Ms. Camille Hogan at camille@stlyouthjobs.org. Subject Line: Practicum Student.