



## ***WORKFORCE DEVELOPMENT INTERNSHIP***

The Chinese Mutual Aid Association (CMAA) is looking for interns to volunteer with their Workforce Development Program. Student interns will learn how to serve a predominately immigrant population that is receiving work-readiness training and assistance.

Job-seeking individuals come to CMAA for help with creating resumes, writing cover letters, interview practice, job applications, technology training, job market information, identifying supportive services, and whatever else they need to secure stable employment. They receive one-on-one consultations so that CMAA staff can thoroughly assess each individual's background and skillset, leading to appropriate guidance on their vocational options.

Partnerships with businesses around Chicago are always being cultivated, allowing us to recommend qualified individuals for available employment opportunities. The City of Chicago funds our program with the Community Development Block Grant, so compliance with grant regulations will also be emphasized.

Responsibilities may include:

- ❖ Locating local job opportunities and potential business partnerships
- ❖ Communicating with clients over the phone to get updates and schedule appointments
- ❖ Performing mock interviews with job-seekers
- ❖ Ensuring grant compliance by completing client eligibility documentation
- ❖ Entering client information into the agency database
- ❖ Creating resume content based on discussions with job-seekers
- ❖ Developing and implementing suburban outreach strategy to recruit in-home health care aide

To apply, please send a resume to Alana Slezak, Manager of Civics and Community Integration, at [alanas@chinesemutualaid.org](mailto:alanas@chinesemutualaid.org). Be sure to include a few sentences in your email detailing why you are interested in providing employment assistance.

**Please note this internship would qualify for the new CPBL scholarship program. Only LAS majors and minors are eligible to apply for this scholarship to support their internship through the CPBL scholarship. Application is available on the DePaul Connect Scholarship Tool.**

CMAA is a community-based 501(c)3 social services agency in Uptown that serves low-income immigrants, refugees, people from all socioeconomic and ethnic backgrounds, and all generations from youth to seniors.