Urban Upbound
*Previously known as East River Development Alliance*
Long Island City, NY

**Purpose of the Organization/ Program**
Founded in 2004 as the East River Development Alliance (ERDA), Urban Upbound is an innovative nonprofit organization located in Long Island City, Queens (five minutes from Midtown) working to provide public housing residents with the tools and resources for self-sufficiency and economic mobility. Urban Upbound provides services in four integrated program areas: 1) Financial Education: Building Resident and Community Wealth; 2) Workforce Development: Expanding Access to Living Wage Jobs; 3) Youth Development: Making College Accessible; and, 4) Community Revitalization: Improving the Availability of Quality Goods and Services.

Urban Upbound’s Workforce Development Program responds to the challenges and needs of unemployed and underemployed adults in Western Queens through offerings including: on-going case management and support through the development of a short- and long-term career plan, an intensive, 3-day employment fundamentals training class (class topics include resume writing, interviewing skills, budgeting/financial literacy, customer skills and workplace etiquette), referrals to sector-specific training, adult basic education classes and facilitated enrollment for income supports, staff assisted job search in on-site computer lab, and direct placement assistance.

**Job Title or Position**
Workforce Development

**Expectations/ Responsibilities of the Position:**
- Updating and maintaining client records
- Assist with Employment Service Information Sessions
- Interacting with job-seeking clients through the intake process, mock interview, and support with creating resumes
- Providing support to job-seekers in a computer lab setting
- Administrative work

**Qualifications:**
- Ability to work with diverse populations
- Commitment to social and economic justice
- Excellent time-management and organizational skills
- Independent self-starter
- Strong verbal and written communication skills, detail-oriented

**Working Conditions:**
To get the most out of the experience, the intern should be able to work some weekends and evenings. The baseline is 9-6 generally. Dress code is business casual. Offices are shared by multiple employees with some partitions between desks.
On-Site Supervisor:
Lenese Vergara
T: 718 784 0877
Workforce Development Program Director
lenese@erdalliance.org

Supervision Plan:
Periodic staff meetings and scheduled meetings with Shanna or designee; supervisor will also be available for support as needed.

Additional Comments:
We can accept 1-2 students in this position (if 2, their roles may expand into other program areas as well). Our location is easily accessible by NYC public transit.