Purpose of the Organization/ Program

Founded in 2004, the East River Development Alliance (ERDA) 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. ERDA 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.

ERDA’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.

ERDA’s Building Wealth Department helps residents in Western Queens achieve their financial goals through customized one-on-one financial counseling (focusing on both short-term goals for overcoming barriers to asset creation and long-term asset building goals such as homeownership, college savings, or small business development), group workshops, and money management classes.

Job Title or Position

Workforce Development and Building Wealth Intern

Expectations/ Responsibilities of the Position:

- Updating and maintaining client records
- Assisting with grassroots outreach and program development
- Interacting with job-seeking and financial education clients
- 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:

Shanna Castillo, Workforce Development Coordinator, shanna@erdalliance.org

Supervision Plan:

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

Rev. 2010
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.

This internship is reserved for students completing the New York Spring Term through the Williams School.