



Workforce NOW Coordinator (Internship)

Workforce NOW is an established 501c3 entity of the Fredericksburg Regional Chamber of Commerce.

Mission: To develop and sustain partnerships to support and encourage workforce readiness and workforce development.

Vision: A workforce ready to meet the Fredericksburg region's current and future employment needs.

The Opportunity

You will work with the Director of Workforce NOW, other Chamber staff, collaborators and volunteers to:

Support Virginia Planning District 16 [Planning District 16 Map](#) schools (K-12 and post-secondary) and businesses in developing, implementing, and assessing strategies for enhancing workforce development initiatives at the regional level. You will support the implementation of grant programs designed to enhance workforce readiness. You'll conduct analysis of qualitative and quantitative data to develop insights and best practices for the region. You will research databases and talent management suites to determine what is best for collecting and storing data for the region: particularly intern, extern, and apprenticeship opportunities. You will work with volunteers, volunteer committees and leaders across varying industries. You will help plan and implement workforce workshops, talent expos, and presentations.

What you will learn, obtain and experience:

- An office environment
- Grants management, grant programming and/ or community-focused workforce development
- Working both independently and within a team
- Event coordination
- Grant writing
- Program evaluation and measurement
- Data Analytics
- Databases and talent management suites
- Knowledge of Virginia's CTE (Career and Technical Education) pathways

If any of the above aligns with your field of study and/or you have experience with, you are encouraged to apply.

Compensation

Compensation for this position is determined by various factors, including but not limited to the candidate's particular combination of knowledge, skills, competencies and experience. The pay will range from \$18.00 - \$21.00 per hour.

How to Apply

Submit your resume, a cover letter and at least 2 references to:

Carley S. Walker, Vice President of Programs & Events
Workforce NOW Director
Fredericksburg Regional Chamber of Commerce
cwalker@fxbgchamber.org

Deadline to Apply: Friday, August 18th, 2023

Fall 2023 Start (start date no later than September 18th)