



**WE ARE HIRING FOR AN  
ENTRY LEVEL POSITION -  
INDUSTRY PARTNER INTERN  
INTERNSHIP FOR CSI STUDENTS OR WORK  
EXPERIENCE FOR COMMUNITY MEMBERS**



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**CHECK US OUT AND THEN CONTACT US**

[WWW.WORKFORCE.CSI.EDU](http://WWW.WORKFORCE.CSI.EDU)  
208.732.6310

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# ABOUT US



## A LITTLE BIT ABOUT US

The CSI Workforce Development & Training team is a group of self-starting, mission-driven individuals with a passion for helping others thrive. We pride ourselves in putting people and the community at the center of everything we do. With that in mind, we know our most valuable resource is our people – with a diversity of backgrounds, ideas, opinions, and life experiences. As we continue to grow rapidly, we are always on the lookout for big thinkers and problem solvers to come aboard and do the work they love, be themselves, and make an impact in the lives of thousands.

We create training opportunities for individuals who are looking to gain employment or start a new career, advance in their current roles, and customize training needs for employers. We are looking for a team member to support our students' success through classroom management, special events coordination and connection experiences. These activities include corresponding with students, preparing course work, wrapping up sessions and attending outreach events within the Magic Valley. We are passionate about supporting our community and the people within it; if you are too, we would love to have you join our team.

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# JOB DESCRIPTION

You will gain the necessary skills required to create, market, and facilitate successful training programs, and develop leadership and critical thinking skills by working under the direction and guidance of the three Workforce Training Managers. Duties assigned to the intern will include but are not limited to the following:

## Training Development and Marketing

- Monitor and maintain the website.
- Assist with creating and editing marketing materials

## Classroom Management

Preparation:

- Communicate with students via email: welcome email, reminder, and logistics info.
- Prepare class surveys and QR code instructions
- Prepare course content: sign-ins, wallet cards, SNAP documents, classroom sign and booklet materials
- Welcome class/introductions

Wrap-Up:

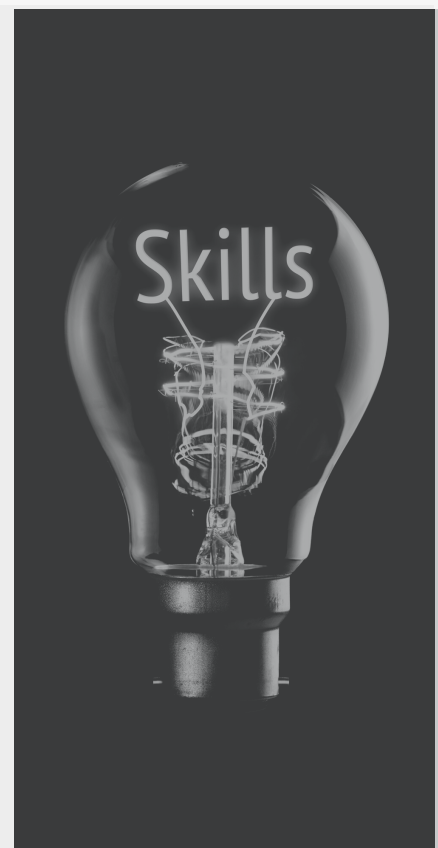
- Provide sign in sheet to have certificates of completion sent out.
- Remove course website logistics from website
- Input and analyze survey results

## Assist with Special Events

- Safety Fest Coordination
- Represent WFD&T at SOAR and WOW week events
- Career Fairs
- Future Camp projects
- Other special event coordination

# SKILLS REQUIRED

- Manage a multitude of courses with varying dates and requirements showcasing your strong **organizational skills**.
- **Communicate verbally and in writing** with students, instructors and internal team members.
- Utilize your **Microsoft Office** (Excel, Word, PPT, Outlook) skills to draft communication, organize projects and present new initiatives.
- Exercise your **attention to detail** by proofreading outbound communication and ensuring stakeholders are followed up with consistently.
- Research and respond to the workforce needs of the community creatively utilizing strong **problem-solving skills**.
- Refine your **customer service skills** through calls and emails with customers ensuring we continue to drive CSI's student-focused mission.
- Learn the ins and outs of project management driven by your **curiosity and desire to learn**.
- **Work independently** and as **part of a team**, assisting on a variety of projects and day-to-day administrative tasks.







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# WHAT YOU WILL RECEIVE

## **THIS DESCRIBES THE OPPORTUNITY AND WHAT YOU WILL LEARN, EXPERIENCE AND EARN**

You will work alongside very talented people who care about making a difference. You will learn from them and laugh with them. You will build or strengthen key skills that employers are looking for. We encourage you to use this experience to practice these skills.

- We will be flexible around your other responsibilities.
- Monday-Friday with occasional evenings and perhaps a weekend every 1-2 months.
- 15-19 hours a week
- \$14.35/hr.

- Project Management -
- Managing multiple things at various timeframes.
- Customer Service - Engaging with our customer and ensuring they have a great experience.
- Communication - You will analyze, develop reports and present your findings and recommendations from customer satisfaction surveys.
- Update our website content using our CMS - Cascade.
- Build a portfolio that positions you well for entry-level project management or marketing coordination positions.