



## Center for Employment Opportunities

### **Internship Description**

**Location: San Jose Office : 521 Parrott Street, San Jose, CA 95112**

#### **The Opportunity:**

We are seeking a passionate and dedicated intern to join our team as an Employment Support Intern. This internship offers a unique opportunity to make a meaningful impact in the lives of individuals transitioning from incarceration to employment. As an Employment Support Intern, you will work closely with our team to provide vital support services to our clients, helping them overcome barriers to employment and achieve sustainable career paths. This internship will last through the semester that you are applying for.

#### **Who We Are**

The Center for Employment Opportunities (CEO) provides employment services to people with recent criminal convictions. Across the United States, over 6,000 people participate in CEO each year, transitioning to employment that supports themselves, their families, and their communities.

What began as a demonstration project of the Vera Institute of Justice in the 1970s to address employment barriers facing the formerly incarcerated following release in New York City has grown into the leading reentry employment organization in the country, where over 25,000 formerly incarcerated individuals have secured full-time employment since 1996. Since 2009, CEO has gained support to expand its programs through government, nonprofit, and private organizations including the GreenLight Fund, the Pew Charitable Trust, and the Nonprofit Finance Fund. In 2016, CEO embarked on a 5-year strategic plan to grow to serve 9,000 participants annually.

#### **Who You Are:**

- Empathy, patience, and a non-judgmental attitude towards individuals with criminal backgrounds
- You are a motivated undergraduate student interested in working in the justice or non profit sector
- You are currently enrolled in a bachelor's degree-conferring program, with preference for having earned at least 60 credits with the program (i.e., the equivalent of a rising Junior or Senior in college or university)
- You have a commitment to social, economic and racial justice and interest in working in these areas;
- You are an strong communicator – both written and verbally;
- You are organized and proactive, with excellent time management skills;
- You are comfortable with and enjoy online research & tracking down hard-to-find information



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### What you'll be responsible for:

- Assist with resume writing, cover letter development, and job application processes for participants
- Conduct mock interviews and provide constructive feedback to help clients improve their interview skills
- Research employment opportunities and maintain a database of job openings relevant to our participant's skills and experience
- Reach out to other community based organizations and cultivate resources that can support our participant's needs
- Assist with administrative tasks and data entry as needed
- Supporting in functions that occur on site including training & orientation for participants
- Other duties as assigned

### More About Us

The Center for Employment Opportunities believes that everyone deserves the chance to shape a stronger future for themselves, their families, and their communities. Our commitment to being an anti-racism organization that is inclusive across all identities and experiences drives us forward every day. We exist to create greater opportunities for people who face multiple barriers to personal and professional success, and we're passionate about being agents of change who promote diversity, equity, inclusion, and access to opportunities for all.

People who are justice involved, people of color, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for vacant positions at all levels. We are an equal employment opportunity for all regardless of race, color, citizenship, religion, national origin, sex, sexual orientation, gender identity or expression, age, disability, veteran or reservist status, or any other category protected by federal, state, or local law.

### Logistics:

**This internship is available year-round and is unpaid, but we are happy to work with your school to provide you with course credit. An intern's schedule is flexible and can be tailored to your availability during our office hours (8:30am - 4:30pm, M-F). We ask for a minimum commitment of 10 hours per week for 10-15 weeks.**

### How to Apply

Please email Mariah Scrempo ([mscrempo@ceoworks.org](mailto:mscrempo@ceoworks.org)) and Tala Lasi ([tlasi@ceoworks.org](mailto:tlasi@ceoworks.org)) your cover letter and resume