www.accessagency.org
1315 Main Street, Suite 2 Willimantic, CT 06226
Hours: 10-15 hours/week, flexible

**PROGRAM DESCRIPTION:** The intern will be a key participant in the continuation of and planning for a major initiative for Access called “Access to Employment”. Without more jobs that pay sustainable living wages, Windham and its residents will continue to struggle to achieve the economic stability that is at the heart of our mission. Access to Employment is designed to address this issue by creating jobs.

*Access to Employment* is a comprehensive job development initiative with three components: Job Readiness and Placement Services; Entrepreneurial Business Development Support; and Business Development (establishing new businesses that Access will own). Access has been actively recruiting funding and partners to help us plan and prepare for this major initiative with a goal of creating 90 new jobs in four years. Four bank foundations have awarded us funding and we have received an implementation grant from the United Way of Central and Northeastern CT that allowed us to hire a Planning Project Director for the Job Readiness and Placement Services component.

**JOB SUMMARY:** In support of the Access Mission and Strategic Commitments, the Volunteer/Intern will work with program planning staff to develop and launch the Entrepreneurial Business Support component of Access to Employment.

**ESSENTIAL FUNCTIONS and PROJECTS:**
- Establishing a small collaborative of economic development professionals and business organizations to serve as an advisory group and mentoring participants.
- Assessing the existing business startup support programs in the Greater Windham area to identify potential partnerships and gaps.
- Developing educational materials on how to start or expand a business in Windham.
- Marketing the program to recruiting participants.
- Teach existing curriculum and design new curriculum as needed.

**DESIRED SKILLS:**
- Strong communication skills.
- An interest in the field of small business startups and teaching/facilitation of small groups.
- Comfortable speaking and working with a variety of people from the municipal and business community.
- Willingness to take initiative and the ability to work independently.

**WORK ENVIRONMENT:** Pleasant

**To Apply**
Send resume & volunteer application located on [www.accessagency.org](http://www.accessagency.org) to:

Kathleen Krider, Senior Director of Community Engagement
Email: kathleen.krider@accessagency.org
Phone: 860-450-7400, x 7455
Fax: 860-450-7400, x 7454

Date: ___________________ Volunteer/Intern Signature: ___________________