

*change that works*

## **The Center for Employment Opportunities (CEO)'s Learning Institute Internship Program (2008-2009)**

The Center for Employment Opportunities (CEO) provides comprehensive employment services—including transitional work and job development—to over 2,000 people a year returning to New York City from stays in prison and jail. CEO intervenes at a critical phase—immediately after release—to provide rigorous pre-employment training, short-term work crew experience, and long-term job placement and retention services to help participants obtain and retain jobs, and avoid recidivism.

In an effort to build on its existing accomplishments and promote further innovation in the field, CEO created the Learning Institute to serve as a real-time analytic and problem-solving resource for the organization, while designing, implementing and evaluating innovative pilot projects to improve the reentry outcomes for formerly incarcerated participants. Through these activities the Learning Institute will help develop and disseminate promising practices in workforce development and reentry from prison and jail to other jurisdictions and policymakers grappling with these issues.

### **Internship Description**

CEO's Learning Institute is pleased to provide internships for graduate and undergraduate students, pursuing a degree in social work, sociology, psychology, criminal justice, political science or a related field. Ideal candidates will have an interest in working with persons who were incarcerated and a commitment to working on issues of social and economic justice. Internships are unpaid but course credit is available.

### **Possible Activities and Responsibilities:**

- Conduct academic, program and policy research and update literature reviews on promising practices in the field of reentry.
- Engage in community-based field work to develop a more grounded understanding of different neighborhoods, and to identify new employment and partner opportunities.
- Help to organize networking and fundraising events to raise awareness about issues facing people as they try to obtain employment and rebuild their lives after prison.
- Assist in designing assessment instruments to identify participants' service needs.
- Reach out to participants via telephone and mailing campaigns.
- Facilitate interviews, assessments and surveys with participants to identify critical issues that may hinder and support their ability to remain employed.
- Work with participants, using various strategies and promising practices, to help them develop resumes, navigate through employment barriers and adjust to life after prison.
- Help to facilitate workshops for CEO participants and staff members.
- Participate in program and project meetings with staff members and other key partners.
- Help to identify and recruit CEO participants for interviews, surveys and focus groups.
- Assist in developing interview questionnaires, focus group guides and surveys.
- Conduct interviews with CEO participants, staff members and other key stakeholders.
- Write interview notes and code responses using specialized electronic database.
- Assist in randomly assigning participants into different service groups.

PHONE 212 422 4430 FAX 212 422 4855 WEB [www.CEOworks.org](http://www.CEOworks.org) MAIL 32 Broadway, 15th Floor, New York, NY 10004

CHAIRPERSON David I. Moskovitz CHIEF EXECUTIVE OFFICER / EXECUTIVE DIRECTOR Mindy S. Tarlow

BOARD OF TRUSTEES Emary Aronson Hon. Barry A. Cozier David Eichenenthal William S. Floyd Susan Herman Joel D. Hornstein  
Kathryn Jo Mannes Jonathan D. Miller O. Peter Sherwood Christopher E. Stone Aaron M. Zeisler HONORARY TRUSTEE Stanley Brezenoff



*change that works*

- Help to update CEO's website and create a new web-based learning community.
- Organize special events to celebrate participants' achievements and honor supporters.
- Assist in writing memos, reports and other documents summarizing research findings.
- Participate in brainstorming sessions to generate recommendations that will enhance the quality of service provided to CEO participants and improve performance outcomes.
- Assist in analyzing quantitative data using SPSS and Excel.
- Assist in analyzing qualitative data using MaxQDA.
- Help to develop graphs, charts and illustrations for power point presentations.
- Provide light administrative support in various aspects of project coordination, including scheduling interviews, copying materials, and organizing files.

**Qualifications:**

- Exceptional listening, interpersonal and communication skills.
- Advanced graduate or undergraduate students pursuing degrees in sociology, anthropology, social work, psychology, criminal justice, political science, public policy, nonprofit management or a related field.
- Ability to break down barriers and present oneself in a way that fosters trust and encourages participants to open up and be truthful during interviews.
- Interest in conducting interviews, focus groups and quantitative research.
- Willingness to learn new things and take initiative in projects.
- Strong writing and analytical skills.
- Some experience with computer programs ranging from Excel, Access, SPSS, PowerPoint, MaxQDA and Microsoft Office.
- Interest in working with people from diverse cultures and backgrounds.
- Capacity to work as part of team, as well as independently.
- Demonstrated commitment to social and economic justice.
- Sense of humor.
- Flexibility.
- \*Ability to speak Spanish is a plus.

**How to Apply:**

Please send a cover letter and resume to:

Jennifer L Bryan  
Director of Research and Organizational Development  
The Learning Institute  
Center for Employment Opportunities (CEO)  
32 Broadway, 16<sup>th</sup> floor  
New York, NY 10004  
E-mail: [jbryan@ceoworks.org](mailto:jbryan@ceoworks.org)  
Phone: 212-422-4430 ext 338  
<http://www.ceoworks.org>

PHONE 212 422 4430 FAX 212 422 4855 WEB [www.CEOworks.org](http://www.CEOworks.org) MAIL 32 Broadway, 15th Floor, New York, NY 10004

CHAIRPERSON David I. Moskovitz CHIEF EXECUTIVE OFFICER / EXECUTIVE DIRECTOR Mindy S. Tarlow

BOARD OF TRUSTEES Emary Aronson Hon. Barry A. Cozier David Eichenenthal William S. Floyd Susan Herman Joel D. Hornstein  
Kathryn Jo Mannes Jonathan D. Miller O. Peter Sherwood Christopher E. Stone Aaron M. Zeisler HONORARY TRUSTEE Stanley Brezenoff

CEO is a nonprofit corporation

