



**Center for
Employment
Opportunities**

Center for Employment Opportunities Internship - San Jose, CA

Who We Are

The [Center for Employment Opportunities \(CEO\)](#) provides employment services to people with recent criminal convictions. Our programs help participants successfully transition from incarceration to stable, productive lives. Across the United States, over 5,000 people participate in CEO each year, transitioning to employment that support themselves, their families, and their communities.

What began as a demonstration project of the Vera Institute of Justice in the 1970s has grown into the leading national reentry employment organization in the country. Through CEO, over 17,000 formerly incarcerated individuals have secured full-time employment since 1996. Over the past 5 years, CEO expanded nationally into thirteen cities in New York, California, Oklahoma, and Pennsylvania, and will continue to grow further in the next three years.

Who We're Looking For

CEO is looking to hire an intern to work out of our San Jose office to support our program staff and participants. Responsibilities include but are not limited to:

- Developing and revising resumes for our participants
- Helping participants complete online and written applications
- Conducting mock interviews with participants
- Providing administrative support for full-time CEO staff, including scheduling appointments, maintaining files, and assisting with walk-in appointments
- Supporting CEO's bi-weekly orientation and training

In addition to the above responsibilities, there is the opportunity to engage in personal development projects and actively participate in staff events. At CEO, we're committed to ensuring that your internship is a learning and exploratory experience. You'll have ample opportunity to learn from each department and staff member in our offices.



What You'll Learn

- How to engage a class and facilitate a curriculum
- How to motivate individuals towards a common goal
- How to support and administer programs
- How to network with potential employers

Qualifications:

- Deep alignment with CEO's mission
- Deep professionalism and strong customer service
- Proficiency in Microsoft Word and Excel
- Excellent verbal and written communication skills
- Sensitivity to the unique needs of the population we serve
- Ability to prioritize projects
- Comfort interacting with people from different backgrounds

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 (9-5, M-F). We ask for a minimum commitment of 10 hours per week for 10-15 weeks.

How to Apply:

Please email Jessica Rice (jrice@ceoworks.org) your cover letter and resume.