



Princeton  
Internships in  
Civic  
Service

## **PICS 2010 Internship Description**

**Organization Name:** Local Economic & Employment Development Council (LEED Council)

**Internship Location:** 1866 N. Marcey Street, Chicago, IL 60614

**Required Dates:** Yes  No  Preferred that intern start on: **6/21/2010** and end on **8/27/2010** or must include the period: July & August

**Housing Will Be Available to Intern:** Yes  No  If yes, housing will be free:  or housing will cost the student:

### **Expected working schedule for this internship:**

Start Time: 9:00 am                      End Time: 5:00 pm  
Lunch break: 1 hour (duration)      NA (specific time, if applicable)

**Additional Information**, if necessary: NA  
(Please indicate if any of the preparation work will take place outside of the regular work schedule)

### **Organization Description**

*Please describe your organization briefly, including mission statement, activities, size etc. Please also explain the benefit that will be derived by your organization by sponsoring a Princeton intern.*

#### **MISSION & STRATEGIC GOALS**

The Local Economic and Employment Development [LEED] Council is a non-profit, community-based economic and employment development corporation serving low-income, disadvantaged Chicago residents and 600 firms in the North River Industrial Corridor through direct business services and job training. The Corridor is located approximately 2 miles north of Chicago's downtown and runs from Kinzie to Diversey east of the Kennedy Expressway. Many job training participants reside in the nearby North Town, Near West Side, West Town, Humboldt Park, Lakeview, Lincoln Park and Logan Square communities, though others come from every part of the city.

As a Local Industrial Retention Initiative delegate agency of the City of Chicago's Department of Community Development, LEED Council has a 27-year history of working with employers to identify solutions to their business expansion and retention needs, to identify skilled individuals for job openings, and to deliver customized recruitment and training.

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Our Strategic goals under the theme “*Advancing Economic Opportunity*” are:

- ◆ *Business Development* to continue our longstanding advocacy for local manufacturers, while striving to balance new business growth among industrial, commercial, and service firms;
- ◆ *Workforce Development* to provide skills training & job placement for low-income Chicagoans;
- ◆ *Sustainable Development* to implement environmental initiatives that promote innovative pollution-reduction strategies and green collar jobs development; and
- ◆ *Community Development* to offer financial education for workers and community residents.

### **LEED COUNCIL PROGRAMS**

LEED Council's programs and services fall within four strategic program areas: Business, Workforce, Community, and Sustainable Development.

#### **Business Development:**

LEED Council represents business interests by providing critical information and access to public officials. With business leader involvement, we resolve key issues including: infrastructure, city services, business expansion & land use. Some key past and current projects are:

- In 1988 and 2000, LEED was instrumental in establishing the city's first Planned Manufacturing Districts (PMDs)—Clybourn, Goose Island and Elston-- which stabilized the area for continued industrial growth. Subsequently, the City has established a total of 15 PMDs. LEED Council sponsored the development of Goose Island into one of Chicago's premier industrial parks, leading to employment growth there from 1000 jobs in 1991 to over 5000 today.
- Working with local aldermen, government departments and businesses on our innovative Infrastructure Task Force, our work includes: completion of the North Avenue Bridge over the Chicago River; installation of traffic signals to manage increasing truck, auto and pedestrian traffic in the area; utilizing Traffic Management Aides (TMAs) at busy intersections during the high traffic holiday shopping period; and starting the Goose Island Express bus to improve public transit access to local jobs. Our Industrial Development work includes: assisting companies, including Water Saver Faucet and Bigane Paving, achieve their business expansions; and helping with the conversion of the Cooper Lamp building into the Green Exchange, a “Merchandise Mart for sustainable businesses,” a job creating re-use of a factory that once employed 100 workers. We have assisted Water Saver Faucet achieve a LEED Silver rating (Leadership in Energy & Environmental Design) and the Green Exchange achieve a LEED Platinum rating on their development projects.
- Obtaining a \$500,000 federal grant from the U. S. Department of Health & Human Services to provide microloans for start up and emerging “green” businesses moving into the Green Exchange, in return for hiring qualified, low-income individuals; and a \$250,000 city grant to provide job placement services helping local residents obtain these new jobs.

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### **Sustainable Development:**

LEED's sustainable development strategies combine economic development with improvements to the environment and quality of life. Current LEED initiatives include:

- Providing consulting services to businesses to help them implement sustainable business plans incorporating actions such as providing transit vouchers for employees, instituting recycling programs, and retrofitting their buildings or remodeling using low-VOC paints and other environmentally-friendly materials.
- Participating in the Chicagoland Green Collar Jobs Initiative, a collaborative project to identify new job creation, skills training and job placement opportunities resulting from the emerging green sector.

### **Community Development:**

LEED works with engaging community partners to deliver programs that enhance the economic health of Chicago neighborhoods and their families, LEED Council:

- Conducts Financial Ed workshops for our job skills trainees, for community residents and for workers in nearby firms.
- Committed to furthering the success of Chicago's public housing transformation, LEED Council provides job training and placement for CHA residents, and participates in community-based organizing and advocacy initiatives intended to influence the redevelopment plans of specific public housing complexes, and to link housing, economic development and job training to assure viable communities.

### **Workforce Development:**

LEED offers a variety of workforce development and job placement services to enhance the competitiveness of employers, while providing job opportunities for disadvantaged Chicagoans.

- Supported by City, State, foundation and corporate funding, LEED Council conducts Industrial Skills and Computer Skills job training classes and workshops; and provides entrepreneurship training.
- Responding to emerging opportunities in the new "green economy," LEED has begun a new Weatherization Skills training program; has obtained funding to launch a green sector transitional jobs / social enterprise; and is in the process of developing and funding a green sector career-path training program with university and business partners that will help trainees become credentialed and advance in the field.
- LEED provides comprehensive workforce services ensuring that skills trainees become employed including: Job Readiness Training; Job Club & Job Resources; Career Exploration; Job Matching and Interviews and One-on-One Job Coaching; Job Development, Placement and Retention Assistance; and Financial Education.
- With our partners in the *Chicagoland Green Collar Jobs Initiative* we are in the process of identifying business and employment growth that will direct the creation of new economic development and job training initiatives. We are focusing on four sectors: Urban Agriculture & Horticulture; Building Construction, Operations & Maintenance; Green Products & Services; and Energy Efficiency & Alternative Energy. Potential jobs include: energy raters for homes and commercial buildings; green cleaning and building maintenance staff; alternative energy service

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providers (solar, wind, geo-thermal); installer/ maintenance of storm water management systems (green roof, permeable pavement, rain water collection), urban agriculture (landscaping, farming, apiculture) and green-related services (recycling, retail, manufacturing )

LEED Council has derived tremendous benefit from our three previous Princeton interns. Each helped us build agency capacity in new areas and provided additional direct services to our participants. Princeton interns bring an ability to research and understand new developments in the non-profit economic and workforce development field, and to conceptualize and recommend new program models and components. Equally important, Princeton interns are very comfortable with independently going out into the Chicago business and non-profit community to present, interview, and identify new resources. With this summer project, a Princeton intern will help to improve our job development and placement components—both with program development and day-to-day implementation.

### Internship Description

*Describe in detail the work or project will do; please be as specific as possible. Please also explain the benefit that a student will obtain by interning with your organization.*

Job Development is the process of identifying job leads and openings for job seekers. Workforce staff may meet one-on-one with employers obtaining one or a few job leads at a time, or may develop a relationship with an employer group or an industry group resulting in an employment pipeline for skills trainees and job seekers. LEED Council provides job placement assistance for graduates of our training programs and for already qualified job seekers who need assistance reaching employers. Our Job Placement activities include: providing job readiness and job search training and assistance; job matching; and resume and interview preparation.

LEED Council's Workforce Development program will utilize a Princeton intern to help develop and implement improvements to our job development and job placement program components. With our focus on industrial, green sector and computer skills training, we need to cultivate relationships with these industry groups. At this time, we are making single placements with single employers, but need more access to industry sector groups. Our long-standing Industrial Skills training program is expanding resulting in more graduates to be placed in jobs. Our Computer Skills Training program began in January 2008 and is on track to train 200 individuals per year. We are graduating trainees from our new Weatherization Skills program and plan to start several additional green skills training classes. We will need to identify and reach out to employers in this new emerging sector.

Many workforce development programs have embraced a sector strategy, or tailoring programs to meet the needs of a particular industrial sector or to meet specific business needs. Sector strategies can better focus skills training, job placement and advancement services, employer leadership involvement, and leverage other resources. We will work with the Princeton intern to expand our capacity to identify employer and employer-group partners that will hire workers with industrial/maintenance skills, computer skills, and specific green sector skills. The intern will also help us align our career coaching, job readiness and other aspects of our workforce programs with the above sectors.

Additionally, in 2008 we improved our website, but have yet to develop an interactive feature allowing employers and job seekers to post openings and resumes and to reach one another. We would like to explore the value and feasibility of adding that feature, or participating in some other form of on-line job sharing with other agencies.

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Tasks will include some or all the following:

### **I. Targeted Employer & Industry Relationship-Building and Job Development**

1. Develop a pipeline to targeted employers or sectors for LEED Council's skills training graduates

Contact and establish referral relationships with major employer groups with hiring potential for our industrial, computer and weatherization graduates, such as: BOMA (Building Office Management Association), building management companies, and institutional (hospital, university) building and maintenance departments; IT employers or employers utilizing computer skills for numerous jobs (back office, large customer service firms, etc.); and green business employers such as weatherization contractors, solar panel installers, and HVAC firms, to establish an on-going employer market for program graduates.

2. Assist with development of a career research and career planning component for manufacturing, IT and green sector careers.

### **II. Direct Trainee Services**

1. Create individualized employment plans, identifying career goals and aspirations, a viable career path, and job-skills training needs.
2. Working with the job developer, identify topics of interest for monthly Job Club, and outreach to trainees, inviting and motivating them to attend.
3. Provide one-on-one job-readiness coaching to help trainees get ready for the job search by helping them prepare a resume, an all-purpose cover letter, a thank you letter, and references; and helping them register with Illinois Skills Match, CareerBuilder.com and other job-match Web sites.
4. Help trainees get ready for interviews with specific employers.

### **III. Assist with new program development based on projects in summer of 2010 such as: a participant motivational / recognition component; and our new transitional jobs / social enterprise.**

LEED Council offers an intern exposure to Chicago's economic and workforce non-profit sectors; an opportunity to meet with key government, business, financial and political officials from day one; and an opportunity to work and move about Chicago both independently and with LEED Council staff. The intern can experience non-profit and

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community development careers. This project allows the intern to play a key role in meeting with company and industry leaders, as well as key individuals in the Chicago-area green sector.

### **Intern Qualifications**

*Describe any particular skills, background, or qualities you are seeking in an intern.*

The intern should have strong communication skills, be well organized, and able to work with the workforce team as well as to develop and carry out his/her own tasks. The intern should be motivated to and comfortable with working with employers and other businesspeople in the private sector. The intern should be motivated to work with low-income, low-skilled people. The intern should be friendly and accepting of people from all walks of life.

A background or coursework in business, education, human resources, community development, economic development, marketing or finance is helpful; however, LEED Council will consider applicants with diverse backgrounds that are dedicated to the field of community-based workforce development.

Required skills include basic computer literacy, verbal and written communication skills; research, phone and presentation skills; and project or program coordination.

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