

Position: CEJA Navigator Program Outreach Intern

Position Type: Part-time Internship

Location: Joliet, IL

Compensation: \$25 per hour

Hours: 30 hours per week

Duration: Two-month term, ability to start the week of May 5, 2025

About the Joliet Latino Economic Development Association (LEDA)**Mission**

LEDA is committed to advancing economic opportunities for Latino businesses and individuals by connecting them to educational, cultural, and civic resources that promote community prosperity.

Vision

To build a financially and culturally thriving Latino community.

About the CEJA Navigator Program:

The **Climate and Equitable Jobs Act (CEJA) Navigator Program** is designed to connect communities with clean energy opportunities, workforce development, and financial resources that support environmental justice and economic growth. As an intern, you will play a key role in engaging with the community, raising awareness about CEJA programs, and helping individuals access relevant resources.

Position Description:

The CEJA Navigator Program Outreach Intern will conduct community outreach, assist in event coordination, and support public education efforts related to CEJA programs. This role involves direct engagement with community members, social media outreach, and data tracking to ensure the effectiveness of outreach efforts.

Responsibilities:**Community Outreach & Engagement:**

- Conduct outreach to community members, businesses, and organizations to promote CEJA-related programs and resources.
- Assist in organizing and attending community events, workshops, and informational sessions.
- Develop outreach materials, including flyers, social media content, and email campaigns.
- Maintain communication with program participants, tracking engagement and gathering feedback.

Program Support & Coordination:

- Support data collection and reporting efforts to measure outreach effectiveness.
- Collaborate with team members to develop new strategies for increasing program visibility.
- Provide administrative support as needed to enhance program delivery.

Qualifications:

- Currently enrolled in or a recent graduate of a degree program in Communications, Public Policy, Environmental Studies, Community Development, or a related field.
- Passion for environmental justice, clean energy, and community empowerment.
- Strong communication and interpersonal skills, with the ability to engage diverse communities.
- Experience with social media, event planning, or community organizing is a plus.
- Bilingual (English/Spanish) preferred but not required.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft Office and/or Google Workspace.

How to Apply:

To apply, please email your resume and a brief cover letter outlining your interest in the position to Diana Viveros at dviveros@jolietleda.org by April 22, 2025.