

Chautauqua Works

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The Workforce Investment Board and
Chautauqua County
present
Chautauqua Advancement Project (CAP)
An Internship Program for Young Professionals

This unique and innovative program will support a group of young professionals to be placed in **paid** internships at businesses located in Chautauqua County for 6-16 weeks depending on the Intern and worksite availability. The placement at a business will be largely determined by the Intern's long-term career goals. The Internship Program is scheduled to start on or about the first week of June.

Internships and Learning

Each CAP intern will work a typical workday Monday – Friday at an assigned business or as needed by the host organization. On *some* Fridays scheduled in advance, the interns *may* participate in **mandatory** paid joint-learning days that will involve a variety of activities. Staffed by the WIB, interns will complete leadership and teamwork skill building activities. Interns will be exposed to asset discovery opportunities around the community. Interns may work on community projects. Some additional time beyond the Monday – Friday work week may be required on weekends and evenings to complete community projects and networking opportunities.

Eligibility

To be eligible for this internship, you must meet one of the following criteria:

- A recent college or certificate training program graduate
- Will be graduating from college or a certificate training program this year
- A current college or certificate training program student

AND are interested in living and working in the Chautauqua County, NY area.

The Workforce Investment Board and Chautauqua County are interested in young professionals to fill these internships.

Application

By filling out this application and submitting a resume, you may be selected to complete an intense interview process to determine if you are the right person to fill one of the openings. This includes an initial interview with the Workforce Investment Board staff and may include a second interview with the host organization staff.

You may email this application and resume to Katie Geise at kgeise@chautauquaworks.com

Please put the following in the subject line: 2024-2025 CAP Application

or submit to the following address:

Workforce Investment Board
c/o Katie Geise
4 E. 3rd St., Suite 102
Jamestown, NY 14701

Katie Geise, Executive Director
Cheryl Calhoun, Finance Director

kgeise@chautauquaworks.com
ccalhoun@chautauquaworks.com



4 East 3rd Street, Suite 102
Jamestown, NY 14701
(716) 661-9324
Fax (716) 483-2012

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Internship Application

Accepted on a Rolling Basis

Final Due Date for 2024 is 12/01/24

Final Due Date for Summer 2025 is 04/26/25

Final Due Date for 2025 is 12/01/25

(Please include a Resume)

Date:

Name:

E-mail Address:

Home Address:

Home Phone Number:

Cell Phone Number:

High School Attended:

College/University/Training Provider and Program:

Major:

Graduation Date/Expected Graduation Date:

Write a brief essay about why you would like to participate in this program and what makes you an exemplary potential intern. Please include why you would like to work in the Chautauqua County, NY area and how you can be an asset to our community.

For the short-term, what type of job/internship do you hope to obtain? Please try to be specific to the type of field you would like to gain experience in. Please provide information about any career / course of study related internship, job, and/or volunteer opportunity you have completed. Please list any other internship, job, and/or volunteer opportunity you have applied for or inquired about in the last six months.

In the long-term, please describe your career aspirations and how they may benefit our local area.

Describe your major, why you chose it, and how it relates to your career goals.

Use 3 words to describe yourself and how this differentiates you from your peers.

How did you hear about this opportunity?

Katie Geise, Executive Director
Cheryl Calhoun, Finance Director

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