

Attention Business Leaders!

**Do you need clerical help?
Do you have a project that you have been putting
off?**

We can help!

**Digital Skills for Youth is back by popular
demand!**

**RochesterWorks can provide your business with technically trained youth interns at
no cost to you!**

Program Details

- ✓ 150 hour internships at no cost to your business
- ✓ Youth who have completed computer training and introductory business courses through the New York State Wired State Metrix Program.
- ✓ Youth are available 20+ hours per week over a 10-week period, beginning on or around July 7, 2010

What You Need To Do:

- ✓ Identify a clerical project that needs to be completed
- ✓ Complete Employer Intern Request Application
- ✓ Have a commitment to mentoring our future workforce

Who the Interns Are:

- ✓ Youth between the ages of 16 and 21 with core business competencies in: time management, business etiquette, listening skills, and coping effectively with diverse populations
- ✓ Interns have also completed training in the latest edition of Microsoft applications including Word, Excel, Website Design/Access, Outlook and PowerPoint

For more information and to submit an Intern Request Application please contact:

Caridad Sosa-Blackwell at csblackwell@rochesterworks.org or 585-258-3554

Fax: 585-232-3727

Intern Request Application Deadline: Friday June 19, 2009