



PROGRAM OVERVIEW

Philly Future Track is a five-month workforce development and career readiness internship program managed by Community Marketing Concepts, Inc. (CMC), in partnership with the City of Philadelphia Streets Department. Philly Future Track is targeted to job seekers who have limited professional experience, or little-to-no work history. The goal of the program is to prepare interns with in-demand skills to secure full-time, permanent employment. Philly Future Track interns receive on-the-job technical training by engaging in work-based assignments under the guidance of Streets Department leaders. Professional development courses, focused on interpersonal and career readiness skills, are delivered in a classroom setting. These courses highlight the importance of developing skills that employers desire so interns are prepared to attain and retain employment and develop a successful career. Job placement assistance is also included to support interns with gaining employment upon program completion. The Philly Future Track program is part of the **City as Model Employer** workforce initiative to create viable pathways to permanent employment for Philadelphia residents.

DETAILS

Position title: Philly Future Track Intern

Employer: Community Marketing Concepts, Inc.

Pay: \$12.20 per hour

Program duration: Five months, temporary

Program dates: January 28, 2019 to June 28, 2019

Application deadline: November 16, 2018

Location: Work-based assignments and classroom training will take place at various locations throughout Philadelphia.

Duties:

- Learning how to follow instructions and work successfully as part of a team to complete neighborhood beautification projects and other tasks.
- Gaining job-specific skills on either the Field Investigator or Roadway Maintenance career track.
- Developing interpersonal skills essential to getting along with diverse people in the workplace.
- Building career readiness skills to develop a professional resume, submit error-free online job applications, interview with recruiters and hiring managers, and attain and retain full-time, permanent employment.

Must be available to work from 7 a.m. to 4:30 p.m., Monday through Friday and some weekends. This is a 30 hours/week role.

ELIGIBILITY

Qualified individuals must:

- Be at least 18 years of age.
- Be a current resident of the City of Philadelphia.
- Possess a high school diploma or equivalency.
- Have a strong desire to attain and retain full-time, permanent employment.
- Pass a pre-employment drug test.
- Have reliable transportation to-and-from the worksite and classroom (public transit, car, or other form of transport).

No previous experience is required.

APPLY FOR THE PROGRAM

Submit an online application through the City of Philadelphia's Office of Human Resources, www.phila.gov/personnel/jobopps.html. Find the job listing under "Additional Internship Opportunities."

Open enrollment: October 29 - November 16, 2018

QUESTIONS?

Email: careerpathways@phila.gov

HIRING PROCESS

Details on reverse.

STEP 1

Submit an **online application** during open enrollment.

STEP 2

Complete a **basic skills test**.

- Quality of application and basic skills test results will determine which applicants are selected to continue in the process and move to step three.

STEP 3

Attend an **information session**.

- Learn more about the program to determine if the internship is right for you.
- This is a required step. Several session dates will be available.

STEP 4

Engage in a **group interview** with up to two other applicants.

STEP 5

Complete a **workplace profile assessment** (measures areas of personality and work ethic).

STEP 6

Accept or decline **contingent offer** to enter the Philly Future Track program.

- Those that accept the contingent offer move to step seven.

STEP 7

Official acceptance into the program with a start date of **Monday, January 28, 2019**.