

# Memorandum



**Date:** January 16, 2013  
**To:** Department Directors  
**From:** Carlos A. Gimenez  
Mayor   
**Subject:** Miami-Dade County Youth Training and Employment Program

---

I am pleased to announce the launch of the Miami-Dade Youth Training and Employment Program, which is associated with the Miami-Dade Education Partnership I announced last year.

This program is provided in partnership with the South Florida Workforce Investment Board. It will provide youth from low-income families the opportunity to enhance their work-readiness skills while earning income. These types of partnerships are critical to the continued economic growth of our community.

Eligible participants must be 18 to 21 years of age and live in Miami-Dade County. They will be placed in entry-level positions in County departments with the goal of developing work readiness skills and an opportunity to earn a paycheck. Approximately 50 participants will begin the program in March 2013 and will work a maximum of 20 hours per week through October 30, 2013. Participants will earn \$10.00 an hour. Further information may be found at <http://miamidade.gov/jobs>. Interested applicants will be asked to apply directly at <http://www.southfloridaworkforce.com>.

Please submit the following by Friday, January 31, 2013:

- Identify the internship opportunities in your department
- The number of participants you would like to have assigned to your department
- Provide a one page summary of the intern's responsibilities
- Identify the department supervisor and mentor to provide support for the participant assigned

Please forward this information directly to Sandra Williams, Program Coordinator, at 305-375-2687, [sdwills@miamidade.gov](mailto:sdwills@miamidade.gov).

Questions may be directed to Ms. Williams or to Mari Ledesma, Manager of Recruitment and Internal Placement, 305-375-3396, [Ledesma@miamidade.gov](mailto:Ledesma@miamidade.gov).

I look forward to your participation in the program.

c: Honorable Chairwoman Rebeca Sosa  
and Members, Board of County Commissioners  
Office of the Mayor Senior Staff  
Internal Services Department – Human Resources Division  
Department Personnel Representatives