A program of Seattle Good Business Network

The Career-Connected Learning InterAgency Forum
Community Guidelines and ‘How To’

Mission:
To expand and support quality, emergent career and experiential learning pathways (internships, mentorships, and career-exposure opportunities) for underfunded and under-resourced youth by convening stakeholders dedicated to interagency collaboration, and knowledge and resource sharing.

About the CCLIA Forum:
With a goal to create a more connected and collaborative cohort of youth-serving professionals and organizations, Seattle Good Business Network is working to shape the Career Connected Learning InterAgency Forum (CCLIA). The virtually connected forum will convene stakeholders dedicated to serving local youth through fostering new partnerships and strengthening current internship, mentorship, and other career-exposure opportunities. This community will be made up of agencies that work in all facets of workforce development for youth, particularly under-resourced and underfunded youth ages 16-24 (low-income, BIPOC, POC, LGBTQ+, immigrant, refugee, and others), such as community-based organizations, public agencies, educational institutions, and more. With the support of the City of Seattle’s Workforce Development Council and Office of Economic Development, Seattle Good Business Network will facilitate these initiatives through the CCLIA Forum.

Together, we aim to support one another’s needs and challenges with the intent to be trustworthy resources to each other.

Through this platform you will be able to:

● Ask the community questions about resources and opportunities that pertain to career development and support for youth.

● Get notified of relevant events, internships, funding, learning opportunities, and more.

● Share your own news, resources, calls-to-action, and upcoming events that your group/organization is hosting

● Build partnerships with other agencies by posting your needs and challenges!

● Grow the community and expand opportunities by inviting your networks and relevant agencies to join this communications hub.
Important Tips to Remember!

- You can always log into the platform by clicking the Seattle Good Business Network link at the bottom of any Mobilize email.
- If you’d like to invite one of your team members to join the group, simply send them an invitation through the "Add Member" option!
- If you’re using email to send or reply to a Mobilize message, DO NOT CC people who are not on the Mobilize platform! Your message will not be delivered. If you’re trying to reach someone outside of the Mobilize network, you’ll need to email them directly.

How to use the CCLIA Forum:

- Start by introducing yourself within the first month of joining! Tell us about your background, your organization, your goals in joining CCLIA, and anything else you feel is relevant to this community.
- Don’t want to use the web platform to communicate with folks? There are two ways to use/access the platform, via Mobilize.io or your direct email. Interact solely through your email by following these instructions.
- Post your opportunities to the feed!
  - Events, polls, career/learning opportunities, etc. Post any questions to the feed, as well.
  - Looking for a specific type of event or career/learning opportunity for your youth? Someone in the community might have an answer!
  - Learn how-to here! For events, please see how to request an event posting below.
- Check out any upcoming events to see if any are of interest to you! (If you are worried about missing event notifications, all feed updates will also be emailed directly to you.)
- Direct-message individual members of the community to connect over an opportunity, learn more, or ask specific questions privately.
- Use the search feature to check out past conversation threads. There may be an answer to your question already in the archives.
- Who sees posts on the wall? All posts can be seen by anyone from the community, and are also directly sent to each member as an email. Daily or weekly digest emails can be customized per member.
- How does commenting work? All community members will be able to comment publicly or privately to your post, where only the creator of the post and the conversation participants will be notified.
- I’d like to create an event to invite folks to, how do I do that? You can request for your event to be listed on the event page by emailing nico@seattlegood.org with the subject line: "Event for CCLIA Mobilize."
  - Please include your event title, date/time, location, target audience, short description, contact info, registration link, and event photo.
- How do I invite others to the group? Invite them through the member portal in the CCLIA platform, or simply send them this link to sign up, and they’ll be added to the group!
CCLIA Community Guidelines

CCLIA is a free, publicly accessible forum where members may join by word of mouth or by invitation through admin or current members. CCLIA is a virtual communications and convening platform for industry professionals, stakeholders, and advocates that work to support quality, emergent career and experiential learning pathways (internships, mentorships, and career-exposure opportunities) for underfunded and under-resourced youth.

- Since all posts on the feed are sent directly to each community members’ email, please be sure to keep your posts informative, concise, and with sufficient detail.
  - Any emails from within the community that are forwarded to individuals outside of the community will produce broken links. Before publicly forwarding, please ensure all links are updated to the correct source.
- All harmful, offensive, or off-topic* posts are subject to review or removal by the community manager(s).
- Refrain from requests of donations or fundraising. We understand that everyone has a cause close to their heart; however, our Mobilize platform is a place for collaborations and support, not solicitations.
- As an inclusive and accessible community, it will be assumed all posts are shareable to the wider, public community.
  - Should you post or share information that you do NOT want spread widely, please indicate so at the beginning of your post!
- Together, we aim to create a space for all members that is safe and welcoming by extending grace and dignity through our interactions, especially as it pertains to our main mission: to support quality, emergent career and experiential learning pathways (internships, mentorships, and career-exposure opportunities) for underfunded and under-resourced youth.
- Create a community environment free of bullying, harassment, predatory, gas-lighting, victimization, and unlawful discrimination.
- Promote dignity and respect for all; create space where individual differences and contributions of all are recognized and valued.
- Take seriously complaints of harassment, victimization and discrimination by fellow community members and any others involved in the organization’s work activities.
- Make opportunities for training, development and progress available to all members, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilized to maximize the efficiency of the organization.
  - Should any members feel the need to seek or share learning/educational resources with one another, we welcome such opportunities and encourage folks to reach out!
● Violating any of these guidelines may result in post removal or removal from the Mobilize group.

*Off-topic posts:* we ask that all community members refrain from posting content related to the following:

● Non-professional social events
● Politically based events or agendas (unless the legislation/topic contains relevant information to the community).
● Fundraising or donation solicitations

If you have any questions, concerns, or comments about the Career Connected Learning InterAgency Mobilize Group, please email nico@seattlegood.org.

Sincerely,
Seattle Good Business Network
This program is supported by Seattle-King County Workforce Development Council and City of Seattle’s Office of Economic Development