

# Deliverable Distribution Guide - Internal

## Alexandria Youth Employment and CTE Working Group

**Date:** May 2026

**Audience:** Working Group Members

After conversations, surveys, interviews and research, we reviewed over 100 programs and have identified over 50 programs that City of Alexandria youth can access to help prepare them for their career and the workforce. These programs are available in a directory and as a visual ecosystem map in a user-friendly way to help organizations, such as yours, support the youth and families with whom they engage. See below for how to access and use these new resources.

### ***Access the tools!***

- Access the program directory [here](#).
- Access the ecosystem map [here](#). We encourage you to bookmark the link so you can access it easily.

### **Directory:**

The Program Directory is a list of the programs and services in Alexandria addressing youth workforce development and career opportunities. There are over 50 entries in the directory, plus a sheet specifically outlining ACPS programs related to CTE and career pathways. Included in the directory are the following fields:

- Organization Name
- Program Name
- Address
- Point of Contact
- Email
- Phone Number
- Website
- Area of Focus (mentoring, skills, counseling, etc)
- Location (school based, one location, many sites, etc)
- Eligibility Requirements
- Career Readiness Level (exploration, preparedness, launch)
- How to Sign Up
- Intended Program Outcomes
- Target Audience
- Commitment Requirements
- Program Overview
- Type of Organization (non-profit, school based, corporate, government, etc)
- Industry Focus, if applicable

- Program Participation Cost

**Map:**

Each program listed in the Directory was mapped on a work based learning continuum (career exploration, career preparedness, career launch).

- “Career exploration” is typically brief opportunities to learn about professions, fields, companies and postsecondary interests.
- “Career preparedness” is usually a short term paid work experience to build employability skills.
- “Career launch” is usually an apprenticeship and longer internship that hires young people to work while getting on the job training and certifications.

The map shows that the landscape in Alexandria is skewed to career exploration, however, the map also shows that there are programs in each level.

**Email Template to Peers in Your Organization:**

**Subject:** How to Use the Youth Employment Program Directory and Ecosystem Map

Dear [Recipient Name],

ACT for Alexandria, together with the Youth Employment and CTE Working Group (Working Group), is committed to ensuring that Alexandria’s youth have access to high-quality career and technical education (CTE), work-based learning, and meaningful employment opportunities. We are especially focused on reducing barriers for young people who have been historically and systemically locked out of opportunity.

To support these goals, we are pleased to share two key tools: the **Youth Employment Program Directory** and the **Ecosystem Map**. These resources were developed through a comprehensive landscape analysis that included stakeholder focus groups, interviews, surveys, document review, and publicly available data.

The [Youth Employment Program Directory](#) and [Program Map](#) will be available via these links on the ACT for Alexandria website. We encourage you to bookmark the link so you can access it easily.

Below is an overview of how to use each resource.

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## How to Use the Program Directory

The Program Directory is a comprehensive list of youth workforce development and career opportunity programs in Alexandria. It includes more than 50 programs, along with a dedicated sheet outlining ACPS programs related to CTE and career pathways.

The directory is designed for:

- Families, parents and guardians, supporters of youth
- Nonprofits
- School and central office staff
- Student and family-facing providers
- Youth
- Members of the ACT for Alexandria Youth Employment Working Group

Users can search the directory to:

- Identify programs aligned with a young person's interests and needs
- Understand eligibility requirements and participation expectations
- Learn about program outcomes and areas of focus
- Access contact information and sign-up details

Each entry includes the following information:

- Organization Name
- Program Name
- Address
- Point of Contact
- Email and Phone Number
- Website
- Area of Focus (mentoring, skills training, counseling, etc.)
- Location (school-based, single site, multiple sites, etc.)
- Eligibility Requirements
- Career Readiness Level (exploration, preparedness, launch)
- How to Sign Up
- Intended Program Outcomes
- Target Audience
- Commitment Requirements
- Program Overview
- Type of Organization (nonprofit, school-based, corporate, government, etc.)
- Industry Focus (if applicable)

Programs were included based on the following criteria:

- Engagement in career readiness activities
- Service to youth ages 5–24
- Alignment with the career readiness spectrum

- Referrals from stakeholders, the Working Group, and the ALX Beyond site

We encourage users to filter and review entries based on age, readiness level, industry focus, and eligibility to find the best fit and use that information to help inform the work each entity is doing with children and youth as it relates to youth employment.

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## How to Use the Ecosystem Map

The Ecosystem Map visually displays each program in the directory along a work-based learning continuum:

- **Career Exploration** – Brief opportunities to learn about professions, industries, companies, and postsecondary pathways.
- **Career Preparedness** – Typically short-term paid work experiences designed to build employability skills.
- **Career Launch** – Longer-term internships or apprenticeships where young people are hired to work while receiving on-the-job training and earning credentials or certifications.

The map helps users:

- Understand how programs fit along the career readiness spectrum
- Identify next steps for youth as they progress from exploration to launch
- Recognize where there are strong offerings and where service gaps may exist

While the current landscape in Alexandria is weighted toward career exploration opportunities, the map demonstrates that programs exist at each stage of the continuum.

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## Using These Tools Together

We recommend using the Directory and Map in tandem:

1. Start with the Map to identify the appropriate career readiness level.
2. Use the Directory to explore specific programs at that level.

3. Review eligibility and commitment requirements.
4. Contact the program directly using the information provided.

For Working Group members and partners, these tools can also support strategic planning by identifying gaps in services and opportunities for collaboration.

If you have questions about how to navigate these resources, would like support identifying programs, or have programs to add or recommend, please reach out to [Contact Name/Email].

Thank you for your continued partnership in expanding opportunities for Alexandria's youth.

Sincerely,  
[Your Name]  
[Title]

## **General/Background:**

ACT for Alexandria, together with the Youth Employment and CTE Working Group (Working Group), are working to ensure that Alexandria's youth have access to high-quality career and technical education, work-based learning, and meaningful employment opportunities AND to ensure that youth, particularly those who have been historically and systemically locked out of opportunity, have fewer barriers for taking advantage of the programs and services available.

Part of our work is creating a youth employment ecosystem map and program directory. The map and program directory are key tools that ACT for Alexandria and the Working Group can leverage to further meet these goals.

A key deliverable of this project was a comprehensive landscape assessment of Alexandria's current youth employment and CTE ecosystem, identifying available resources, points of entry, relationships amongst partners, services and opportunities. The Flown team gathered and analyzed data from publicly available sources, from stakeholder engagement, and from historical documentation provided by ACT for Alexandria in order to have a complete picture of the current landscape. The following criteria was used to inform inclusion in the directory: engagement in career readiness; serving youth aged 5-24; and aligned with the career readiness spectrum mentioned earlier. Additionally, entities were sourced from referrals throughout the stakeholder engagement process, from the Working Group and the ALX Beyond site.

The documents described are the products of a comprehensive landscape analysis, stakeholder engagement through focus groups, interviews and surveys, and document review.

The intent is for non-profits, school and central office staff, student and family facing providers, and families themselves to use the program directory and program map to better understand how young people can engage in youth employment opportunities in Alexandria. Using the information in the directory and map, youth-serving entities can research programs, understand what each offers, see participation requirements and learn how to get more information or sign up for programs and share specific information with youth and families they work with. The directory and map can also be used by the ACT for Alexandria Youth Employment Working Group to identify gaps in services and work towards filling those gaps.