



New York, NY

Part-Time Internship Program Coordinators (June-August)

PENCIL is seeking enthusiastic graduate students to serve as interns from June through August to support PENCIL's work with the New York City Ladders for Leaders Program. The successful candidate will support the implementation and execution of the PENCIL Ladders for Leaders internship program – a key component of the organization's College and Career Readiness programming.

ABOUT PENCIL: In 1995, PENCIL launched *Principal for a Day*®, an annual event designed to raise awareness about public education by having civic and business leaders serve as visiting principals in New York City schools. Twenty years later, PENCIL is the leader in creating innovative and impactful models of collaboration between the business and education communities. PENCIL works at the intersection of school needs and business expertise to bring together the best ideas, talent, and resources across sectors to improve public school and student performance and enhance workforce pathways.

PENCIL connects the business and education communities through two core programs:

The PENCIL School Partnership Program creates and supports partnerships between business and school leaders that leverage their collective energies to foster strong school leaders and prepare students for college and career success. PENCIL serves as a critical liaison in these partnerships, helping to recruit and match businesses with schools and providing hands-on support in the design, implementation, and evaluation of partnership activities.

The PENCIL Internship Program is a competitive career readiness program for NYC youth between the ages of 16 and 22. Participants complete at least 20 hours of pre-employment training designed to teach essential workplace readiness skills and professional etiquette. Participants then have the opportunity to interview for summer internships at businesses across New York City. Partnering employers make final selections on hiring for the six-week paid internship. The PENCIL Internship program is part of the NYC Department of Youth and Community Development's Ladders for Leaders program.

THE POSITION

The Internship Program Coordinators will work part time throughout the Summer, **25 to 35 hours per week from June through August**. Working both independently and collaboratively, the Coordinators will assist with implementing the Internship Program, coordinating and executing training events and supervising students placed in internships. The Internship Program Coordinators report directly to the Senior Program Officer.

RESPONSIBILITIES AND QUALIFICATIONS

The ideal candidate will possess strong facilitation, training and relationship management skills. While the information below is not exhaustive, responsibilities include:

- Support the coordination and facilitation of all student training and job preparedness sessions.
- Coach students on career readiness skills and professional expectations throughout their experience with the Internship Program.
- Support student internship placement process, including matching students to opportunities, and scheduling with potential internship supervisors and student candidates.
- Maintain programmatic data to support the implementation, coordination, and evaluation of the program as required by PENCIL and the Ladders for Leaders program.
- Provide regular reports and status updates about the various phases of the program.
- Coordinate and manage site visits to workplaces during the summer to ensure the program is functioning effectively for both students and host businesses.
- Support efforts to identify, engage and secure businesses to host summer interns.
- Must be available to work on some evenings and weekends for trainings as scheduled.
- Participate in special projects and execute other assignments as assigned by the Director of Program Operations and Evaluation.

The successful candidate will possess:

- Experience in education, workforce development, internship or job training preferred; prior experience working directly with high school students strongly preferred.
- Proven organizational and problem-solving skills, including the capacity to coordinate details, multi-task and generate creative solutions.
- Ability to work independently and as part of a cross-functional team, as well as a desire and willingness to collaborate with others.
- Excellent writing, communication, and interpersonal.
- A positive, friendly, and collegial attitude and a desire to work in a fast-paced environment and willingness to do whatever it takes to get the job done.
- Strong sense of adaptability needed to thrive in a growing and evolving organization.
- Strong proficiency in Microsoft Word, and Excel.
- Experience working with Salesforce preferred.
- Bachelor's Degree required; in a relevant field, a plus.

COMPENSATION

Coordinators will be paid \$15 an hour for 25 to 35 hours per week.

TO APPLY

Please email a cover letter and resume to opportunities@pencil.org with the subject line: "Internship Program Coordinator." Applications will be accepted until the position is filled.

PENCIL is strongly committed to the principle of equal opportunity for all individuals. PENCIL will make all employment decisions without unlawful discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, veteran status, or any other status protected by law.