



New York, NY

Part-Time Internship Program Coordinators (January-August)

PENCIL is seeking enthusiastic graduate students to serve as part-time Internship Program Coordinators from January through August to support PENCIL's work with the New York City Ladders for Leaders 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 interview for summer internships at businesses across New York City. Partner employers make the final hiring decisions 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 Spring and Summer, **up to 25 hours per week from January through August**. Working both independently and collaboratively, the Coordinators will assist with implementing the Internship Program, coordinating and executing training events, and supervising students in internships. The Internship Program Coordinators report directly to the Director of Program Operations and Evaluation.

RESPONSIBILITIES

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 the Internship Program.
- Support the student internship placement process, including matching students to opportunities and scheduling interviews with 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.
- Coordinate and manage visits to worksites 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.

QUALIFICATIONS

Ideal candidates possess:

- Strong facilitation, training, and relationship management skills.
- Experience in education, workforce development, internship or job training preferred; prior experience working directly with high school students strongly desired.
- Excellent group facilitation and presentation skills.
- 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.
- Excellent writing, communication, interpersonal, and presentation skills.
- A positive, friendly, and collegial attitude, desire to work in a fast-paced environment, and willingness to do whatever it takes to get the job done.
- Adaptability, flexibility, and ability to thrive in a growing and evolving organization.
- Strong proficiency in Microsoft Word, Excel, and PowerPoint.
- Experience working with Salesforce preferred.
- Bachelor's Degree required; relevant fields preferred.

COMPENSATION

Coordinators will be paid \$15 an hour for up to 25 hours per week. There may be opportunities to increase to 35 hours per week for June-August.

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 positions are 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.