



## **Associate Director of Internships (AD)**

New York City schools are filled with students who have potential and ambition to go far and we envision a city filled with students whose opportunities match their ambitions. Since 1995, PENCIL has played a critical role in bringing together business professionals, educators, and students to open minds, open eyes, and open doors. PENCIL makes it easy for business professionals, educators and students to work together—in schools and the workplace. Our hands-on programs, including in-school partnerships, mentoring, internships, and immersive experiences like Principal for a Day®, create targeted opportunities to make a real difference in the classroom and beyond.

PENCIL is committed to creating a workplace that respects and values diversity, and to creating an inclusive environment for all employees. We strongly encourage candidates who represent the communities we serve to apply. PENCIL is an Equal Opportunity Employer and will make 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. All employment is decided on the basis of qualifications, merit, and business need.

PENCIL seeks an Associate Director of Internships (AD) to join our growing Programs Team. The Associate Director of Internships (AD) will serve as the team lead for all summer youth employment programs for PENCIL, including the Ladders for Leaders Internship program, Career Explorers, Tech:NYC, and other cohort models. The AD's primary responsibility is to manage and support a team of at least four staff in their execution of PENCIL's summer programs. The AD will also be the primary liaison with DYCD to ensure PENCIL's alignment with city priorities and requirements. The AD will ensure the team is fully equipped to deliver consistent and impactful programming; achieve programmatic and organizational goals; prioritize work effectively; and troubleshoot challenges in the delivery of programs. The ideal candidate will have a background in public education with strong team leadership and professional development skills. The AD reports directly to the Vice President of Programs.

### **RESPONSIBILITIES**

The AD will be an integral part of the Programs team, working to effectively manage the team directly responsible for the implementation and success programs.

#### **Program Design & Operations**

- Serve as a leader within the Programs Team ensuring exceptional program management and quality implementation for PENCIL's summer employment programs
- Improve existing and develop new program models to support the goals of PENCIL's summer employment work
- Create opportunities to make connections and build community across the PENCIL network
- Serve as PENCIL's primary contact with DYCD to ensure contract goals are met and all data is organized and managed in their database and PENCIL's
- Develop annual program plans for student and employer recruitment, training, and matching
- Identify all volunteer needs for the programs and work with the Development team to recruit and onboard volunteers
- Establish and maintain relationships with partners to support program goals
- Provide operational oversight of summer employment programs including consistent: use of program materials, processes and models, messaging and communication, experience of youth and work sites, relationship management and data collection.
- Work with the VP of Programs and President to vet, assess, and plan for program expansion opportunities

#### **Team Management**

- Motivate, inspire and celebrate the program team members dedicated to summer employment programs
- Provide direct support and management to two Internship Program Managers, one Employer Engagement Manager, and one Program Associate
- Work with the AD of Programs to build a culture of reflective practice and collaboration where team members can learn and grow together while simultaneously improving PENCIL's both summer and school year programs

- Create and implement professional development and training for the team
- Provide frequent, clear and productive feedback to team on program implementation and prioritization.
- Work with the VP of Programs to delegate programmatic work across the team.
- Continually assess team capacity and resource needs to effectively deliver programs.

### Quality Improvement

- Utilize evaluation data and partner feedback to enhance program quality for students, employers, and volunteers
- Identify ways to better align programming to the needs of students and schools as well as to the priorities in the city to support career pathways
- Prioritize programs changes and enhancements for specific cohorts of interns with the team
- Explore opportunities for increased efficiency and effectiveness in PENCIL's service delivery and develop plans to implement those improvements
- Contribute to organization-wide efforts to refine our approach as outlined in the strategic plan
- Share ideas and requests with the Development team for incorporation into grant requests

### Other

- Collaborate with colleagues to cultivate and steward volunteers and supporters of the Internship Program
- Provide regular reports and status updates on PENCIL partners and summer programming
- Respond to student and employer questions, concerns, etc.
- Collaborate with the Director of Impact & Operations to effectively evaluate the impact of the program
- Guarantee consistent and accurate data collection and reporting efforts across PENCIL and DYCD databases

### Requirements

- 5-7 years of experience in education, workforce development, youth development, or similar non-profit organizations; At least 2 years of experience managing people
- Experience developing and managing programs while engaging and exciting staff, community partners, and young people about the work.
- Strong relationship builder and communicator with experience leading diverse work teams.
- Passionate about PENCIL's mission and values
- Demonstrated expertise in developing successful collaborations between multiple stakeholders
- Experience managing DYCD contracts, preferably SYEP contracts
- Highly detail-oriented
- A desire and willingness to collaborate in an honest and transparent manner
- Demonstrated resourcefulness in setting priorities, assessing team capacity, & identifying resources for success
- Strong team management skills and the ability to provide supportive and constructive feedback.
- Experience with databases such as Salesforce

**COVID-19 vaccination is required for hire.** The position is hybrid, but will be required to be in-office or in-person at times based on the work and team's needs.

### COMPENSATION

Salary for this position ranges from \$75,000-\$80,000. PENCIL also provides a generous benefit package which includes:

- Medical, prescription, dental and vision insurance for you, your spouse or domestic partner and dependents.
- A retirement plan with employer matching.
- Commuter benefit and flexible spending plans.
- Professional development stipend.
- Annual paid time off for holidays, vacation and sick.
- Short and long-term disability and paid family leave.

### TO APPLY

Visit [PENCIL's Application Form](#) to apply. Applications will be accepted until the position is filled. Studies have shown women and people of color are less likely to apply to jobs unless they meet every single qualification. At PENCIL we are dedicated to building a diverse, inclusive, and authentic workplace. If you're excited about the role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. ***You may be just the right candidate for the role.***