



## **Part-Time Program Coordinator**

### **Internship Programs**

The Internship Program Coordinator will work part time for approximately 20 hours per week from February 3<sup>rd</sup> through August 29<sup>th</sup>. Working both independently and collaboratively, the Coordinator will assist with implementation of PENCIL's Internship program, facilitating and executing training events, supporting document collection and management, and reviewing application materials. The Coordinator will communicate regularly with students in execution of their role and reports to the Associate Director of Internship Programs.

#### **RESPONSIBILITIES**

The position requires strong organizational, communication, and data management skills. While the information below is not exhaustive, responsibilities include:

- Support the coordination, facilitation, and execution of all student training and job preparedness sessions and related activities. This includes facilitation, student outreach before and after training, tracking and documenting student and volunteer attendance, as well as reviewing student assignments.
- Enter and maintain programmatic data to support program implementation and ensure consistency across databases and tracking systems as required by PENCIL and the Ladders for Leaders program.
- Support the coordination and execution of information sessions for students on required program processes such as document submission and payroll procedures.
- Review student application materials to assess readiness for PENCIL summer programs.
- Review and communicate with students to ensure the accuracy of document submission.
- Conduct outreach and follow-up with students and respond to student questions throughout the application and programmatic enrollment processes.
- Participate in special projects and execute other assignments as assigned by the Associate Director.
- Assist with ongoing support for students between training and placement include resume completion, interview preparation and overcoming any barriers to participation.
- Identify and match students to internship placements based on alignment of their skills and interests.
- Support communications between interns and employers regarding resume review, interviews and finalizing placement.

#### **Qualifications and Experience:**

- Experience in a non-profit or public sector work environment, with an emphasis on education or youth programs
- Exceptional operations skills with a track record of managing highly detailed and nuanced programs
- Proven project management skills; event management skills preferred

- Exceptional verbal and written communication skills
- Experience with data management; Salesforce experience preferred
- Strong youth development skills and experience working with students from diverse backgrounds
- Strong facilitation skills
- Proven organization and time management skills to complete a high volume of varied responsibilities in a fast-paced setting
- Demonstrated ability to work both independently and in a collaborative environment and to influence others to ensure successful relationships.
- Exceptional verbal and written communication skills
- Strong sense of adaptability needed to thrive in a growing and evolving organization

**COMPENSATION** is on an hourly basis, at a rate of \$26 an hour

### **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.***