JOB TITLE: Internship Placement Coordinator

REPORTS TO: Train and Earn Program Manager

Description:

The Internship Placement Coordinator is responsible for developing robust and diverse internship opportunities for the young adults (aged 16-24) registered in programming across the St. Nicks Alliance Workforce Development Center. This person will be working to build a portfolio of employers that would be willing to take on young adult interns in the healthcare / technology fields as well as general work experience internships. The Internship Placement Coordinator will work across the various St. Nicks Alliance programs to ensure that all young adults within our programming have secured internship opportunities. In doing so, this person will add an additional layer of screening to potential internship participants to ensure that they have the support that they need to begin interning and that they are aware of the job responsibilities / requirements before getting matched to a site.

The Internship Placement Coordinator will be responsible for facilitating Young Adult job readiness workshops while programs are in session. This person will also be responsible for screening and recruiting qualified participants for young adult internship cohorts.

The Internship Placement Coordinator will also be required to develop a year-long mentorship program model where each one of our young adult training program graduates get matched with industry professional mentors in the sectors in which they are training in / intend to start their career in as part of career retention. As part of the development of this model, the person in this role will be responsible for identifying sector focused mentors, matching them with graduates of our young adult training program and providing monthly opportunities for mentor/mentee engagement and follow-through. The Internship Placement Coordinator will provide support and direction that help participants overcome obstacles and develop skills to do so independently in the future.

Responsibilities:

- Managing and inspiring a caseload of up to 110 participants annually.
- Responsible for developing a diversity of professional, strong and valuable internship worksite opportunities in industries of interest to Young Adults and matching participants with employer/intern hosts.
- Responsible for developing a diversity of valuable internship worksite opportunities specifically in the healthcare and technology field and matching participants with employer/intern hosts timely (upon training completion).
- Determine participant eligibility for young adult and workforce services through intake and individual and/or group assessment processes.
- Responsible for developing and facilitating weekly in-person work readiness workshops to young adults.
- Visit worksites weekly (upon participants starting their internships) to ensure the collection of weekly timesheets and weekly worksite assessments.
• Ensure that all required internship paperwork is submitted in a timely fashion, is complete, accurate and has proper approval prior to program submittal deadlines in our funder payroll database.
• Hold periodic one on one meetings and alumni events with employed graduates to ascertain goals, on the job problems and any other potential barrier to continued employment.
• Continue to work with Job Developers to look closely at employer / internship host employer contacts to see if there are areas to connect each other for potential expansion. Responsible for developing a diversity of valuable industry mentors in the healthcare, construction and technology sectors.
• Responsible for developing a plan for monthly (year-long) mentor / mentee engagement.
• Responsible for developing materials for mentorship programs (handbooks, training, etc).
• Responsible for holding mentors and mentees accountable to attend planned engagement sessions.
• Responsible for regular update of case notes (minimum two per month) in both funder database systems as well as our internal ETO database system.
• Maintain case records in accordance with program standards.
• Attend community partnership events as necessary.
• Other duties/tasks may be assigned as needed

Qualifications:
• Bachelor’s degree in Counseling, Education, or other related field and 3-5 years of job-related experience preferably in workforce, youth or similar services.
• Experience working with Young Adults Ages 16-24.
• Experience with Mentorship (and/or) internship programs is a plus.
• Strong sense of time-management and ability to meet funder deadlines and milestones.
• Ability to come into the office 5 days a week (M-F) to support Young Adult Programming. Excellent organizational and interpersonal skills.
• Strong communication, data entry, writing and time management skills.
• Database experience is strongly preferred.
• Knowledge of community resources and counseling with Youth and high risk populations.
• Ability to motivate young adults towards achieving goals.
• Ability to work independently with a strong sense of focus.
• Ability to be non-judgmental and hold a clear sense of boundaries.
• Ability to work with culturally-diverse individuals.
• Bilingual English/Spanish is a Plus.

Annual Salary: $50,000-$55,000

How to apply:

Please submit a thoughtful cover letter and resume to snaworkforcehr@stnicksalliance.org with the title in the subject line. Visit www.stnicksalliance.org to learn more about the organization. Please no phone calls.

St Nicks Alliance is an Equal Opportunity Employer.