



Job Title: Internship Coordinator

Job Classification: Full Time Non-Exempt

Hours: 35 hours per week

Compensation: Commensurate with experience

The Internship Coordinator will work directly with employers, worksites, as well as program participants to secure adequate, appropriate worksites, internship and/or job opportunities for program participants and ensure smooth operation and service delivery of the various internship programs.

Job Responsibilities:

1. Cultivate and manage relationships with potential and/or existing employers to develop paid or unpaid internship opportunities that are complementary to program participants' skills and career advance goals;
2. Cultivate and manage relationships with potential and/or existing employers to develop job opportunities for program participants;
3. Assist Program Director in coordinating all internship activities, including worksite application and orientation, participant enrollment and orientation, worksite monitoring, participant evaluations, program report, and data entry;
4. Assess participant goals, aptitude, motivation, skills, and experience relative to internship and/or employment;
5. Assist and prepare participants for internship and/or job placements, including resume preparation, culture of the workplace education, and job interview skills;
6. Manage employers' as well as program participants' expectations ;
7. Maintain effective documentation of internship/job referrals and /or placement activities;
8. Prepare and submit reports in a timely manner;
9. Attend related meetings and/or professional development trainings;
10. Perform other duties as assigned by the Program Director.

Qualifications:

1. Strong leadership and organizational skills;
2. Energetic, able to work under pressure, and capable of multitasking;
3. Excellent interpersonal and communications skills (both verbal and written);
4. Experience in job placement and/or job counseling strongly preferred;
5. Knowledge of the job market and employment opportunities in New York City preferred;
6. Bachelor's Degree required;
7. Bilingual in Mandarin Chinese strongly referred.

Send resume and cover letter with the subject heading: "Computer Instructor" to dongyang@cmpny.org.

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