

Internship Coordinator Job Description

Job Summary

The EBG Internship Coordinator is responsible for overseeing and managing the EBG internship program. The coordinator is responsible for recruiting, selecting, and managing internship hosts and interns, as well as ensuring that the program provides a meaningful learning experience for interns.

Duties and Responsibilities

- Develop and maintain relationships with academic institutions, community organizations, and other entities to promote the EBG internship program.
- Collaborate with departmental managers to identify internship opportunities that align with our mission and goals.
- Recruit, interview, and select interns for the program, ensuring that candidates meet EBG requirements.
- Provide orientation and training for new interns, including an overview of the organization's mission, policies, and procedures.
- Supervise and provide ongoing support to interns throughout their internship, including regular check-ins, feedback sessions, and opportunities for professional development.
- Develop and implement evaluation and assessment tools to measure the success of the internship program.
- Manage the internship program budget, including the allocation of resources for intern salaries and other program expenses.
- Develop and maintain program materials, including internship descriptions, job postings, and application materials.
- Ensure compliance with all legal and ethical requirements related to internships, including compliance with the Fair Labor Standards Act (FLSA) and applicable provincial laws.
- Manage and maintain intern records, including attendance, work hours, evaluations, and other related documents.

Requirements

- Bachelor's degree in a related field, such as human resources, business administration, or education. Preferred but not required.
- Experience in managing internships or similar programs, preferably in the non-profit sector.
- Strong interpersonal skills and the ability to work effectively with a wide range of stakeholders, including interns, departmental managers, and external partners.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.
- Proficiency in Microsoft Office and experience working with database management software.
- Strong communication skills, both written and verbal.
- Knowledge of legal and ethical requirements related to internships, including compliance with the FLSA and other applicable laws.
- Ability to work independently and as part of a team.
- Passion for the non-profit sector and a commitment to the EBG mission.

This job description is intended to convey information essential to understanding the scope of EBG's Internship needs and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position.

