

Job Description

Job Title: WBL Intern Coordinator

Status: Part-time, seasonal position (20hr per week, 10 weeks)

Location: **Sandoval County**, New Mexico

Mission Statement

Our mission is to create healthier and more prosperous communities by advancing the best education for students who need it the most. We envision schools as sites of innovation and opportunity, where students become the creators of healthy and more prosperous communities. This summer, Sandoval County is partnering with local municipalities to offer paid summer internships to the youth in our community.

Position Summary:

The Summer Enrichment Internship Program provides paid internships for local youth outside the classroom, inside the workforce. High school aged students will be paired with local government agencies, non-profits, and employers to provide meaningful, paid work experiences and adult mentorship, opening doors to explore future careers, training, and higher education.

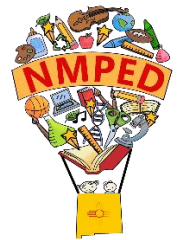
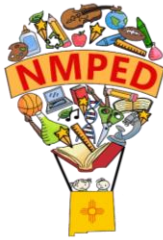
The Intern Coordinator promotes the success of the Summer Internship Program by developing and implementing effective programming and supports for interns, employers, and other key partners.

Essential Duties and Responsibilities:

The Intern Coordinator will collaborate with county and partner staff in areas of work listed below. The descriptors below are illustrative only of the tasks performed by this position and the list is not all-inclusive. The Intern Coordinator will be expected to participate in training and meetings scheduled by the county and PED (Public Education Department).

Program and Curriculum Design

- Supported by PED and the county, create and implement preparatory experiences and a basic program curriculum focused on workplace readiness skills.
- Serve as liaison between the employer mentor, the intern, and the county.
- Design a framework for regular mentor/intern check-ins and site-visits.



- With guidance from the county and supported by PED, design weekly reflection and evaluation tools for placed interns.
- Design a closure activity in which interns demonstrate what they accomplished and learned from the experience (preferably also thanking the mentor).

Recruitment, Application, Selection and Matching Process

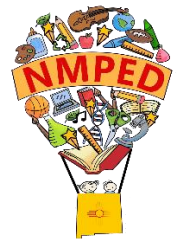
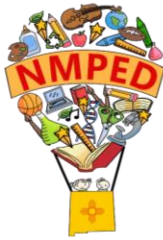
- With guidance from the county and key partners, support the intern recruitment and application process.
- Assist with the intern selection and matching process as needed.
- Support interns through any compliance and/or onboarding steps required by county or other partners.
- Maintain key documents and agreements required for participation.

Coaching and Support

- Monitor and manage all internship placements on their caseload, keeping track of hours, feedback, site-visits, and employer evaluation reports using the county's designated tool.
- Monitor and maintain communication with interns and mentors, including weekly check-ins.
- Learn about challenges faced by interns during their participation and help to address them.
- Adapt and facilitate mentor/intern onboarding activities and intern placements in light of any relevant Covid-19 guidelines, with particular attention given to hybrid placements.
- Collaborate with mentors, county staff and partners as necessary to facilitate effective coaching approaches for interns that make use of culturally responsive and timely intervention and acceleration strategies to support each student's professional, personal, and social-emotional success through the summer placement.
- Maintain the following documents (if utilized):
 - Training Agreement
 - Confidentiality Agreement
 - Communications Agreement
 - Timesheet/Skills Grid
 - Visitation notes/reports
 - Employer evaluation reports

Professional Development

- Attend required professional development and training sessions offered by the county or PED.
- Familiarize self with the particular position descriptions and work settings for individual interns.



Work Environment:

Work is performed in a home office and a variety of other job-site settings. Willingness to travel within city/county limits and reliable transportation is required.

Qualifications:

Background Check

Education

High School diploma required. Associates or Bachelor's degree preferred.

Experience

- Work experience in areas related to education, case-management, workforce training, youth programming, youth recreation, or mentorship, especially in settings serving opportunity youth.
- Experience in work-based learning or service-learning program development and implementation.
- Youth social work, case management, and/or coaching experience.
- Experience working with high school aged youth and young parents and families.
- Experience with group facilitation.
- Experience working directly with and in programs that serve opportunity youth.

Skills

- Exceptional organizational and time management skills, problem-solving, dependability and integrity.
- Strong interpersonal skills, including the ability to exercise cultural competency and manage multiple types of relationships in professional, educational, and outreach settings.
- Genuine interest and ability to build healthy relationships with youth and young adults.
- Strong group facilitation skills.
- Functional knowledge of Microsoft Office and Google Suite.
- Spanish language skills are highly preferred.
- Knowledge and connection to local communities.