



POSITION ANNOUNCEMENT

Title: Internship Program Manager

Location: San Francisco

ORGANIZATION DESCRIPTION:

Founded in 2000, Year Up is a non-profit organization with a mission to prepare urban young adults aged 18-24 for life and work in our technology-driven society, while guiding them toward successful careers and higher education. Through a one-year, intensive training program, students receive a unique combination of hands-on technical and professional skills, college credit and corporate internships.

In our tenth year of operations, Year Up will serve more than 1,000 students per year across six sites in Boston, Providence, Washington, D.C., New York City, San Francisco and Atlanta, and expects to open the Chicago site in the summer of 2010. Year Up continues to be recognized as a non-profit leader; we have received numerous awards, including Fast Company Magazine's Social Capitalist Award for innovative business model and social impact in 2005, 2007 and 2008. In 2009, when 75% of non-profits either did not grow or remained flat, Year Up grew its revenue by 23%, enabling us to increase the number of students served by 56% each year since our founding. Much of our success is attributed to our talented and committed staff. Please see www.yearup.org for more information about our program.

POSITION OVERVIEW:

Year Up is seeking an Internship Program Manager to serve as a primary resource for program participants transitioning into their internships with our Bay Area corporate partners. The Internship Manager will help manage day-to-day interactions between Year Up, interns and corporate partners and assist interns in their career growth through training, ongoing support, counseling and mentoring of participants during and in the pre- and post-internship phases of the program. Specifically, the Internship Program Manager will develop and manage the curriculum of the weekly Internship Management Class. This role is also responsible for assisting interns in developing the professional behaviors conducive to personal and professional growth and for determining internship placement, student counseling and career preparation, and transition into the workforce and higher education. S/he will also work closely with members of the internship team to effectively manage and grow partner relationships and raise the awareness of Year Up's internship program

The ideal candidate is a strong communicator across a variety of audiences and experienced in working with internship programs – on the program, college/university or corporate side. We are looking for a proactive self-starter who can build relationships with multiple varied constituents and provide leadership during the internship portion of the Year Up program.

In keeping with Year Up's values, the Internship Program Manager will also interact with students as a mentor and group facilitator, participating in creating and sustaining a positive educational environment with trust among students, faculty and other staff.

KEY RESPONSIBILITIES:

Internship Program

- Consult, counsel and advise students on their internship experience and career development by holding individual interviews, providing personalized consultations, conducting site visits and making referrals to appropriate internal and external resources.
- Hold students accountable to Year Up values and behavior contract during the internship period.
- With the help of the Director of Program Growth and Quality, Year Up instructors, the City College of San Francisco (Year Up Bay Area's college partner), develop and manage the curriculum for the weekly Internship Management Class. Develop, coordinate, and host workshops and presentations for students on resume and cover letter writing, interviewing techniques, internship professionalism and success, and workplace culture.



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- Counsel interns on “Life after Year Up” goals to gain employment and/or college placement after graduation.

Corporate Partner Relationship

- Alongside other Internship and Corporate Engagement staff, build and manage corporate partner relationships.
- Coordinate corporate partner relations, which might include organizing corporate events, scheduling orientation meetings, and conducting corporate site visits to support interns.
- Initiate procedures and processes that establish high service operating practices that strengthen the internship program.

Learning Community

- Contribute to the well-being and success of advisees.
- Facilitate collaboration across functional teams.
- Facilitate and lead group activities.

QUALIFICATIONS:

- A passion for working with urban young adults, an unshakable belief in their potential and a strong commitment to the mission of Year Up.
- Understanding the Opportunity Divide and its drivers and a commitment to diversity and inclusion.
- 2-3 years experience in successful job-placement, workforce-development or internship programs and an interest in experiential education.
- Good judgment and the ability to prioritize workflow and manage multiple projects simultaneously.
- Coaching ability and high comfort level in having one-on-one coaching conversations with students to provide professional guidance.
- Proven ability to make good, proactive decisions in potentially emotionally charged situations and/or in the absence of complete clarity; comfortable taking risks.
- Ability to build strong professional relationships with others across the organization and with external partners.
- Ability to lead, willingness to be led, and comfortable with situational leadership. Ability to model the highest level of professionalism.
- Proficiency with Microsoft Office applications especially Word, Excel, Outlook and PowerPoint.
- Excellent communication skills.
- Bachelor’s degree required.

Salary is commensurate with education and experience. Year Up also offers a competitive benefits package including healthcare, dental, 401(k) match and vacation.

TO APPLY:

E-mail a resume and thoughtful cover letter stating the skills and experience you have that match the qualifications of this position as well as how you heard about the position to Jessica Cogan at jcogan@yearup.org. Please title the e-mail Internship Program Manager and include how you heard about the position. No phone calls, please.

Deadline to apply is March 1, 2010.

Year Up is an equal opportunity employer.