

Internship Specialist # 2379

A Bachelor's Degree from an accredited college required.

A Master's degree in Social Work, Guidance & Counseling and/or Education preferred

Qualifications

- * 2-5 years of experience in working with youth
 - * Knowledge and practice of youth development and workforce development principles.
 - * Experience working in high school setting preferably Alternative/transfer schools
 - * Ability to develop and maintain working relations with youth, community providers and school personnel.
- Ability to multi-task and work in a fast paced environment.
- * Presentation, writing and communication skills (writing samples required)
 - * Knowledge of youth services available in New York City.
 - * Microsoft Office Excel skills preferred
 - * Bilingual Spanish speaking, a plus.

Goal of the Internship

The goals of LTW are supported through internship experiences and Job development. The Internship Specialist will assist P.U.L.S.E. HS students with (Internship placements, assign each intern with an advocate, work readiness skills, financial literacy skills, career advisement, job counseling, and weekly site visits). In addition, The Internship Specialist will be responsible for developing all of the internship sites. Internships should be in industries that offer students the potential to develop marketable skills and potentially transition into non-subsidized employment.

Placements should enable students to achieve clearly defined, written learning goals that would include development of appropriate employability skills and job-specific skills.

Internships could include a combination of:

- o Placements in the non-profit, public, and private sectors (beyond CBO sites and schools)
- o Participation in service-learning projects
- o Extensive job shadowing
- o Training period transitioning to employment

Description: Internship specialist will support students' internship with on-site visits, meetings with employers, and evaluations. All students must receive and complete assessments during their internship--at least once per semester.

Internship Specialist will:

Hold pre-internship orientation for students and work sites

- * Work closely with colleagues
- * Coordinate all internship activities

- * Provide participants with work-based experience through internships
- * Monitor student's attendance at internship site
- * Maintain student files, including progress notes on internships with the assistance of the program administrative assistant.
- * Maintain program data in Learning To Work database
- * Collect timesheets and track student hours
- * Monitoring of internship worksites
- * Responsible for handling payroll and administrative duties related to students' internships.

To Apply for the position, contact:

Nicole Mason, Recruiter

FEDCAP Rehabilitation Services, Inc.

NMason@fedcap.org

Phone: 646.793.2965