



## High School Internship Coordinator Job Description

**Type:** Full-time

**Functions:** Recruitment/Staffing, Management, Education, Customer Service, Sales

**Pay Range:** \$40,000 - \$50,000 DOE

**Pay Description:** Salary, Bonus Incentives, Profit Sharing

**Location:** New York, NY

Dream Careers is looking for a self-starter to join our team of Internship Coordinators for the Discovery Internships division of our business, which operates summer internship programs for high school students in cities around the world. This is a significantly autonomous position that requires a well-organized and self-motivated candidate. The individual will work out of our Manhattan office and report to the Executive Director of High School Programs at Dream Careers.

This critical role within Dream Careers has several components:

**1) Internship Procurement:** At the core this is a recruiting position. A major part of the Internship Coordinator job is identifying and opening up unpaid internship opportunities for high school students NYC. Strong existing ties to the NYC professional community are highly preferred, as is strong networking experience and a proven ability to generate new leads and referrals through cold-calling, networking, and other approaches. This is a job that requires persistence and a genuine passion for learning about other people as well as a passion for learning about and understanding job functions across diverse industries. An enthusiasm for meeting new people is imperative. An existing book of business will be transferred to the new employee, but the expectation is for the IC to add significantly to this book of business to keep up with increasing demand for our service. Please keep in mind that there is no charge for our service to employers, however the act of procuring internship opportunities is still very much a “sales” interaction.

**2) Internship Placement:** The Internship Coordinator is responsible for matching clients enrolled in the NYC program with appropriate internships based on the client’s areas of interest. This process requires creativity, persistence, and exceptional organizational, planning, and time management skills.

**3) Student Admissions:** The Internship Coordinator is responsible for reviewing student applications to Discovery Internships, conducting admissions interviews, and making acceptance decisions based on candidates’ qualifications and objectives in conjunction with internship availability.

**4) Customer Sales and Service:** Significant time in this position is spent speaking with students and parents about our service. Specific training will be provided, but prior sales and/or customer service experience is highly preferred. This is a premium, “high touch” service that requires impeccable verbal and written communication skills, attention to detail, and consummate professionalism.

**5) Summer Program Operations:** The Internship Coordinator is responsible for all internship-related operational aspects of our 4-week summer programs. The IC will comprise part of the New York program’s leadership team and will be principally responsible for overseeing all internship-specific logistical, curricular, and customer service aspects during the summer. ICs are expected to live in our college residence hall and be on call essentially 24/7 for 5 weeks to manage a variety of critical functions related to program operations. Significant training and support is provided in this area based on over 40 years of operational experience, but the candidate should be comfortable speaking in front of large groups of people, facilitating meetings, working within and managing groups of employees, coordinating logistics, and handling complex projects.

**6) Program Development:** Work with the Executive Management Team for Discovery Internships and New York Program Leadership Team to develop program specifics such as summer housing locations, meal plan details, and value-added summer activities.

**7) Other duties as assigned by Dream Careers and Discovery Internships:** Discovery Internships is a fast growing division within a growing company and as we continue to grow, new responsibilities and challenges will emerge. We are looking for an entrepreneurial candidate who is flexible and excited to grow with the position.

**Compensation:**

Highly competitive base salary and bonus package to be determined depending on experience and qualifications.

- ✓ 401k
- ✓ Employee Stock Ownership Plan
- ✓ Health/Dental Benefits
- ✓ Generous Paid Time Off

**1st Year Accountabilities:**

- ✓ Establish and/or manage relationships with over 200 distinct internship providers in New York City
- ✓ Interview, accept, and place 100-125 high school students into summer internships in a range of industries
- ✓ Provide outstanding customer service to students and parents throughout all aspects of service fulfillment
- ✓ As part of the NYC program leadership team, run the NYC summer program

### **Qualifications:**

- 1) Integrity:** Must exhibit the highest levels of honesty and integrity
- 2) Entrepreneurial:** This is a position for an autonomous, passionate, high-energy, and highly motivated candidate who is excited about the opportunity to build a book of business within a fast-growing organization.
- 3) Personal Characteristics:** highly self-motivated, resourceful, incredibly persistent, team-player, focused on long-term success, detail-oriented, professional yet friendly, adaptable to changing situations, an appreciation for excellence, and a passion for providing our clients with impactful experiences is essential for success.
- 4) Exceptional Communication Skills:** Very strong verbal, written, and presentation skills are a must for this position. A writing sample will be required as part of the application process
- 5) Sales Experience:** Prior experience with “high touch” sales or customer service is highly preferred.
- 6) Networking:** Ideally went to high school or college in NYC and has strong ties to the local community. A major part of this position is networking with companies in the NYC area to line up internships.
- 7) Education:** college degree required at minimum.
- 8) Computer Skills:** willingness to work with innovative technologies and a strong comfort level with computers

### **Additional Notes:**

Start Date: September 6th, 2011

Submit application and resume online. Please no phone calls.

### **Company Description:**

Dream Careers is the leading provider of internship programs for college and high school students offering all-inclusive programs in New York City, Los Angeles, Chicago, San Francisco, Washington D.C., Boston, Barcelona, London, Costa Rica, and Hong Kong. We combine career preparation, staffing, education and event production into a valuable product that over 10,000 students have experienced since 2001. Our mission is to inspire and empower young people to discover and pursue their career dreams.

### **Company Culture:**

Dream Careers prides itself on its employees' passion for our mission and our programs. We cultivate an atmosphere of collaboration, innovation and camaraderie. We seek positive, uplifting candidates who will add their unique blend of passion, strong work ethic and team-oriented focus to our company culture.

### **About Discovery Internships:**

Discovery Internships helps motivated students make more informed decisions about their future by exploring a career interest through a customized professional internship. Our internship programs provide life-changing experiences for students at a pivotal time in their life. Whether you are a high school student looking to gain

clarity on college choices or fields of potential study or just looking for a meaningful summer in one of the greatest cities in the world, you've come to the right place. Whatever your needs, Discovery Internships' customized programs will help you explore your future.

Discovery Internships is powered by the expertise and experience of two leading summer program providers, **Musiker Summer Discovery** and **Dream Careers**. Summer Discovery has directed award-winning programs for high school students for over 40 years. Dream Careers is the leading provider of college internship programs worldwide, and has placed more than 10,000 interns over the past decade. With Summer Discovery's four decades of pre-college summer programs expertise and Dream Careers ten years of college internship placement prowess, Discovery Internships is, without question, the finest career-focused summer program for high school students in the world.

The Discovery Internships program is an all-inclusive summer internship experience. In addition to gaining hands-on, career-focused learning opportunities, participants explore and live in an exciting city. Our programs feature a safe and fun living and learning environment based in a college residence hall. A meal plan, 24-hour staff supervision and mentoring, and a host of cultural, recreational, and other community events and excursions around the city are all included. Our participants receive access to supplementary professional development workshops that enhance the internship learning experience and help students excel in both the college classroom and the workplace. Students receive academic credit for their internship and completion of coursework from New York University (NYU). Today, the Discovery Internships program is provided in Boston, Chicago, New York, San Francisco, Los Angeles, and London. Discovery Internships receives applications from high school students in nearly every state in the U.S. and just as many countries.