



## **On-Ramps to Careers Intern Program Coordinator (Short-to-Long Term Consultant)**

### **Essential Consultant Responsibilities:**

On-Ramps to Careers is seeking a motivated, organized program coordinator consultant with initiative and coordination experience to support a growing youth career program. The Program Coordinator will work virtually and part-time up to 30 hours/week from May to August to provide the organization with programmatic support including but not limited to:

- Provide day to day operations support to the Managing Director and On-Ramps Team including professional correspondence, program logistics and research
- Assist in coordination and facilitation of On-Ramps' career readiness workshops and special events
- Provide effective and culturally competent coaching and support to young people and young adults in their work-based learning activities
- Coordinate schedules and meetings and update events calendar
- Report weekly intern payroll
- Assist in planning and implementing virtual fundraising event for August 5
- Manage event registration responses and mailing lists
- Attend weekly team meetings
- Learn our Customer Relationship Management system (Salesforce) and enter data
- Additional tasks as needed.

### **Preferred Qualifications and Requirements**

- 4+ years' experience in program or operations coordination. Non-profit experience preferred but not required.
- Bachelor's Degree required.
- Strong candidates will be organized, motivated and results driven.
- A proven track record of success working independently.
- Experience working with diverse youth from underrepresented and economically disadvantaged communities and passion for extending economic opportunity.
- Ability to work in a diverse team and develop strong working relationships with others.
- Superb written communication skills, interpersonal skills and ability to multitask.

- Demonstrated great attention to detail.
- Some experience delivering training and using Zoom or other video conferencing.
- Some experience with Google Suite required. (Google docs, Sheets, Forms, etc.)
- Ability to assist with social media maintenance.
- Experience with Salesforce is a plus.

This position will start immediately through early August, but could lead to a long term position.

### **About On-Ramps to Careers**

Established in 2012, On-Ramps to Careers is a non-profit partnership that makes technology and engineering careers more attainable to underserved youth in the Nation's Capital. We are a Washington, DC based alliance of business, education, government and community leaders who share the common goal of empowering all youth to contribute and prosper in the STEM economy. We empower young leaders and employers to grow a more diverse, inclusive and prosperous talent pipeline for regional economic development and impact. We do this through:

- Internships that inspire students to hone their STEM skills and create valuable relationships with STEM professionals
- STEM career training, work-based learning and placement
- Crucial partnerships with employers, schools and education institutions, government and the community.

***Please send resume and cover letter to [hjones@onrampstocareers.org](mailto:hjones@onrampstocareers.org) with subject line:***

**Intern Program Coordinator**