



Program Manager, Internship Program

The T. Howard Foundation is a non-profit organization dedicated to diversifying the media and entertainment industry by increasing the number of underrepresented individuals within the industry. The Internship Program works nationwide with public and private colleges and universities to recruit college students for internship opportunities with major media companies on both the east and west coast.

Under the supervision of the President and CEO, the Program Manager will manage and implement the Foundation's Internship Program. The ideal candidate will demonstrate the ability to supervise staff, counsel college students of diverse backgrounds, and work with high-level executives and hiring managers in various business sectors.

Internship Program Responsibilities

Recruitment

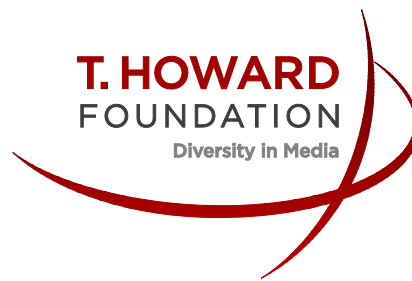
- Create and oversee execution of the recruitment strategy for the Internship Program
- Develop and maintain relationships with university career services and departmental offices
- Host recruitment events, attend career fairs, diversity panels and public speaking events
- Oversee the creation of recruitment marketing materials

Placement/Host Company Management

- Build and manage relationships with HR and diversity personnel at host companies to identify and secure internship opportunities
- Select candidates for internship placements with host company partners
- Ensure that THF meets internship placement goals
- Create and enforce policies surrounding student selection and participation in internships
- Develop and improve policies and procedures for efficient and effective placement processes with host company partners
- Supervise THF mentor program
- Work with team to improve the internship experience by enhancing student services (mid-summer check-in, webinars, online resources, etc.)
- Organize and plan summer intern orientation and internship debrief

Application

- Annually evaluate admissions processes and policies
- Manage the application cycle and admissions timeline
- Approve program admissions decisions
- Manage the interview process



Administrative Responsibilities

Financial Management - Manage the program within budget constraints, make recommendations to the President regarding program expenditures

Reporting - Provide program updates and reports to President, make recommendations to the President that will improve the efficiency and quality of the program

Meetings - Attend and report at weekly operations meetings, participate in conference calls and attend meetings with President as needed

Staff Management - Manage the Internship Program staff, including annual reviews, goal setting and providing performance feedback, assign duties and responsibilities

Programs and Activities - Provide management and oversight of Scott Weiss scholarships and committee and co-manage Community Advisory Committee

Qualifications and Requirements

- Bachelor's degree required, preferably in higher education, program management, HR or related field
- 5+ years of professional work experience in non-profit sector in areas of human resources, career counseling, higher education or related field
- Minimum one year of supervisory experience
- Excellent oral and written communication with strong emphasis on presentation skills
- Proven ability in managing multiple demands and projects
- Effectively represent the mission of the Foundation
- Work effectively with a wide range of audiences including board members, students, alumni and partner company contacts
- Required to work some evening and weekend hours, including overnight travel
- Valid driver's license required
- Fluency in Spanish a plus

Salary and Benefits:

This position offers a salary commensurate with experience, excellent benefits including ten days paid vacation, employee medical, dental and vision covered by the Foundation, plus a retirement plan.