

HEART Intern Coordinator Position

Cost:

To stay with HEART it is free for the coordinator, airfare is not included and personal activities is not included.

Job Summary:

As the Intern Coordinator, your responsibilities will include supervising and managing the activities of interns, collaborating with other departments to identify appropriate internship opportunities, and ensuring that the interns receive the necessary support to make valuable contributions to the programs and have a positive experience.

One of the key duties of the Intern Coordinator will be to create a weekly summary of the activities in which each intern participated. This summary will serve as a record of the intern's progress and accomplishments throughout their internship. The summary should include detailed information about the tasks performed, the skills acquired, and any challenges encountered during the week. Additionally, the Intern Coordinator will be responsible for ensuring that the interns are aware of the importance of providing accurate and timely information for the weekly summary, as this will be used to evaluate their performance and provide feedback.

Key Responsibilities:

- Collaborate with project managers to determine the project needs and requirements interns can work on.
- Identify suitable internship opportunities for the interns and assign them to the projects that best match their skills and interests.
- Ensure that the interns receive adequate support to contribute effectively to the project goals and provide feedback on their progress.
- Develop and implement orientation and training programs for new interns to ensure they are integrated into the organization and understand their roles and responsibilities.
- Provide ongoing support to interns throughout their internship, including monitoring their progress, providing feedback, and addressing any issues or concerns.
- Maintain records of the interns' work on the projects to facilitate the creation of a comprehensive report at the end of their internship.
- Assist with the evaluation of the organization's internship program, including analyzing feedback from interns and supervisors and making recommendations for program improvements.

Qualifications:

- Previous experience working within HEART.
- Excellent communication and interpersonal skills.
- Strong organizational and time management skills.

- Ability to work independently and as part of a team.
- Proficient in Microsoft Office and other relevant software applications.
- Ability to work with a diverse group of interns and staff.
- Commitment to providing a positive and supportive internship experience.