

HAMPTON ROADS WORKFORCE COUNCIL – JOB DESCRIPTION

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| Job Title: | NextGen Regional Internship Program Coordinator |
| Reports to: | Senior Director, NextGen and Special Projects |
| General Classification: | Operations |
| Employment Status: | Full-time, Regular |
| Last Review: | July 1, 2021, <i>Subject to change as merger integration evolves.</i> |

GENERAL STATEMENT OF RESPONSIBILITIES

This position serves as the Hampton Roads Workforce Council's (Council) NextGen Regional Internship Program Coordinator and manages staff, programming, marketing, and reporting for the NextGen Regional Internship Program. Drives the creative direction of immersive career and job preparation programming for NextGen Interns. Provides services to youth and young adults of approximate ages 14 - 21 including assessment, career counseling, labor market information, job search assistance, work experience placement, follow-up, and related workforce development services. Work is performed under the general supervision of the Senior Director, NextGen Programs and Special Projects. The hours of operation for the NextGen Regional Internship program are 7am-9pm, Monday through Saturday.

ESSENTIAL JOB FUNCTIONS

- Provide overall day to day management of the NextGen Regional Internship Program, including staff supervision, scheduling, and program event planning.
- Implement and track yearly goals and objectives, monitor, and report progress.
- Establish relationships with private industries, nonprofit organizations, and government agencies to establish and maintain a robust and diverse placement database.
- Manage all aspects of the communication with NextGen Interns, applicants, legal guardians, referral partners, employers, and other stakeholders.
- Implement processes for program application, interviews, onboarding, soft skills training, placement, and follow-up.
- Coordinate the provision and distribution of wraparound supportive services for NextGen Interns.
- Facilitate information sessions, soft skills training, and other related group programming both onsite at the NextGen Office and offsite at partner locations throughout the region.
- Plan, coordinate, and implement the annual NextGen Internship Program awards ceremony.
- Complete annual evaluations of program effectiveness and development improvement activities to enhance challenge areas.
- Collaborate interdepartmentally with the Campus757 Program Coordinator to co-enroll and support college level NextGen Interns where appropriate.
- Represent the NextGen Regional Internship Program at community organizations, fairs, and events as needed, in collaboration with NextGen Career Coaches.
- Research and understand internship trends and communicate to invested members of the HRWC and NextGen Community.
- Where needed, guide youth through the preparation of individual career, education, training and employment plans, based on their specific occupational goals.
- Other duties as assigned.

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QUALIFICATIONS

- Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Communications, Project Management, Counseling, Social Science, Human Services, Public or Business Administration or related field.
- Three years of work experience combining elements of project management, job placement, training, counseling, or other services working with youth.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Board of Directors' Vision, Mission and Values..

REQUIRED KNOWLEDGE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

SKILLS AND ABILITIES

- Ability to manage multiple projects, and build strong customer relationships
- Experience using a computer, to include Microsoft Office Suite, the use of social media, including TikTok, Instagram, Facebook, and Twitter, as well as the use of electronic communications in a professional environment

ADDITIONAL REQUIREMENTS

- An acceptable general background check to include a local and state criminal history check and a valid driver's license.
- Because this position will support regional infrastructure, travel using dependable personal transportation and current auto insurance coverage will be expected. Mileage reimbursement will be provided per agency policy.
- Must be available nights and weekends.