

Teach Me 2: Internships 2024 / 2025 Apply Here

Description

Teach Me 2 is seeking a highly motivated Internship Program Coordinator to join our team. The Internship Program Coordinator will play a pivotal role in connecting students with valuable hands-on learning experiences, collaborating with educational institutions and industry partners to facilitate meaningful internships.

Responsibilities

- **Internship Placement:** Coordinate the placement of students into internship opportunities aligned with their academic interests and career goals.
- **Relationship Management:** Cultivate and maintain strong relationships with educational institutions, employers, and industry partners to expand internship opportunities and enhance program effectiveness.
- **Program Development:** Assist in the development and implementation of internship program policies, procedures, and resources to ensure a positive experience for both students and host organizations.
- **Student Support:** Provide guidance and support to students throughout the internship process, including assistance with application materials, interview preparation, and post-internship reflections.
- **Evaluation and Assessment:** Conduct ongoing evaluation and assessment of internship program outcomes to measure effectiveness and identify areas for improvement.
- **Communication:** Communicate regularly with students, host organizations, and stakeholders to provide updates, gather feedback, and share best practices.
- **Administrative Tasks:** Perform administrative tasks related to internship program coordination, such as maintaining program databases, tracking student progress, and preparing reports.

Qualifications

- Bachelor's degree in education, business, or a related field (Master's degree preferred).
- Previous experience in program coordination, education, or student services.
- Strong organizational skills and attention to detail.
- Excellent communication and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficiency in Microsoft Office and other relevant software applications.
- Passion for education and youth development.

Job Benefits

- Opportunity to make a meaningful impact in the lives of students by providing access to valuable internship experiences.
- Collaborative and supportive work environment with a focus on innovation

Hiring organization

Teach Me 2

Employment Type

Intern

Duration of employment

3 Months

Industry

Education Management

Job Location

Cape Town, Western Cape, South Africa, 8000, Cape Town, Western Cape, South Africa

Working Hours

09

Date posted

October 8, 2024

Valid through

05.03.2028

and continuous improvement.

- Flexible work arrangements and remote work options.
- Competitive compensation and benefits package.

Contacts

- Resume/CV: Please include relevant education, work experience, and any certifications or training programs completed.
- Cover Letter: In your cover letter, explain why you are interested in joining Teach Me 2 and how your skills and experience align with the responsibilities of the Internship Program Coordinator role.
- References: Provide contact information for at least two professional references who can speak to your qualifications and work ethic.
- Optional: Any additional documents or portfolio materials that you believe would strengthen your application.