

URBAN PROMISE MINISTRIES JOB DESCRIPTION

Position Title: Intern Director Department CYM/STL Department

Reports To: CYM and STL Directors Salary Range: \$ 35,800 +Benefits , Generous PTO, and Retirement 401(K) Plan

Position Summary:

UP Intern Director will serve and manage college students and 18-24-year-old individuals working as interns both through the year and during the summer. The Intern Director will serve as a community leader and liaison between the Interns and UP's Children and Youth Ministries department staff.

The Intern Director will also be responsible for developing and initiating the new intern alumni fellowship program, connecting these students to the Camden County College admissions office, and helping organize and develop programming schedules and structure for them. The Intern Director will also be responsible for managing and overseeing housing, and transportation for Interns. The Intern Director will also lead in recruitment, leadership training, and mentorships for interns.

Essential Job Functions

- Provide overall ownership, accountability, leadership development of the Intern program. This includes leading house management, mentorship, weekly intern house meetings, weekly grocery runs, developing policies and program structure with support of direct supervisors and (Consultation from HR as needed)
 - Manage Intern budget and expenses under supervision of CYM/STL Directors
 - Lead Marketing and recruitment efforts for the Programs
 - Participate in college visits, building relationships with local colleges, universities, and other partners i.e., volunteers, and other non-profit agencies etc.
 - Serve in an academic advisor role for the alumni fellows, connecting them with tutors and provide academic support
 - Organize and provide transportation for interns and alums
 - Help to organize training development and orientation for interns
 - Develop and lead a 7-week summer experience for summer interns
 - Develop and lead a new Alumni fellowship year program, assisting in gathering documents for financial aid college admission and UPM HR onboarding new hire paperwork
 - Participate in all UP related events, including fundraising, volunteer, and all -staff meetings but not limited to this list
 - Develop, lead, and organize community events for Interns
 - Ability to collect and maintain data on the program for grants and other purposes
 - Develop and grow Fundraising and networking for Programs
 - Follow all expectations of UPM policies and procedures. This includes upholding UPM values, mission, and all COVID-19 safety polices
 - Practice self-care as needed for work life balance
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Essential Job Requirements:

EDUCATION Bachelor's Degree-----

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EXPERIENCE Experience in program development of youth and adults, managerial and customer service experience

REQUIRED SKILLS Good communication skills to manage and lead a team, strong verbal, and written skills. A willingness to be flexible and adaptable as needed. Excellent time management skills and a valid driver's license is required.

PREFERRED SKILLS Bi-lingual and experience working with diverse students in an urban setting.

PHYSICAL REQUIREMENTS Lift 1lbs-5lbs

****Equal Opportunity Statement**

UrbanPromise values diversity, inclusion, and equity as matters of fairness and effectiveness. We are committed to hiring and retaining employees that reflects the diversity of the communities we serve, fostering an inclusive working environment where employees of all backgrounds feel welcomed and engaged in the UrbanPromise mission.

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Applications should be submitted to UrbanPromise Ministries, Chief People Officer at pfoxx@urbanpromiseusa.org