Program Manager Internship

Job Title: Program Manager Intern
Country Profile: US Programs
Location: 30 Jay Street; Lower Level Schenectady, NY 12305
Period: SPRING, SUMMER or FALL

Position Description:

SENG is seeking a current college student, current graduate student, or recent college graduate who is interested in serving as an intern and providing a wide range of support to the SENG Program Manager. Through incisive written communications, detail management and quality control, the Programs Manager Internship assist the SENG Product Team in delivering SENG good and services. Learn and perfect critical public relations and administrative skills applicable in both the for-profit and nonprofit sectors while contributing to meaningful social change.

Responsibilities:

- Support the management of SENG Programming; specifically, SENG Model Parent Groups (SMPG) and SENG Webinars
- Assist in the development of program reports and presentations for internal and external
- Liaise with SENG Speakers and Presenters
- Maintain editorial calendar
- Attend department and staff meetings

Requirements:

- Pursuing a degree in Gifted Education or Communications
- Strong written and verbal communications skills
- Ability to work independently with attention to detail
- Personable and professional demeanor and appearance with excellent coordinating and networking skills
- Proficient in MS Office Applications (Word, Excel, Outlook, Power Point) and Adobe.
- Ability to maintain confidentiality

Commitment:

- Minimum commitment of 10 hours/week for 3 months
- Availability during SENG business hours (M-F, 9:30am to 4:30pm EDT)

Reports to: The Program Manager Intern will report to the Executive Director and liaise with the SENG Communications Manager and SENG Development Coordinator.

To Apply:

Submit a resume, **cover letter**, and **internship application** to the Internship Coordinator, at mailto:volunteer@sengifted.org Some positions may require additional documents. Applicants will not be contacted for interviews until all materials are received. While the above is a description of the essential functions of the position, other duties may be assigned. This job description is subject to change at the discretion of management. SENG – Supporting the Emotional Needs of the Gifted is a 501c3 organization.