



Program Management Intern Application Deadline: February 15, 2019

Position Details

Position Type: Internship (For Stipend)
Reports To: Senior Manager of Learning and Evaluation
Work Location: Atlanta, GA
Level of Travel Required: Minimal
Duration: 9 Weeks (May 2019-July 2019)

CPI Overview

The UNCF® Career Pathways Initiative is a seven-year, grant-funded pilot program designed to enhance the capacity of selected Historically Black Colleges & Universities (HBCUs) and Predominantly Black Institutions (PBIs) to help their students find meaningful employment in their desired career fields. CPI aims to improve the ability of educational institutions to serve their two primary stakeholders: students who rely on these institutions to prepare them for life after graduation and employers who look to them for well-prepared college graduates.

Job Overview

UNCF CPI is taking the annual convening and data institute to new levels and are seeking a program management intern to support the conference planning including the branding and communications plan, logistics, and event execution, as well as administrative support of the wide range of ICB/CPI programs. We are looking for a proactive, highly motivated intern, to share their expertise in organization and program development. Additionally, experience in conference and event planning would be ideal. We are currently seeking enthusiastic interns who can work full-time between May 2019 and July 2019.

Duties and Responsibilities

- Formulate, organize and monitor inter-connected projects
- Coordinate cross-program activities
- Develop and control deadlines, budgets and activities related to convening
- Act as point of contact support with convening vendors
- Develop and manage social media execution plan
- Support development of communication plan
- Manage the UNCF ICB photodatabase

Skills/ Qualifications/ Experience

- Excellent problem solving, critical thinking and communication skills.
- Self-motivated with the ability to multi-task competing project and priorities
- Applicants must be currently enrolled in an accredited baccalaureate degree program

Application must include the following

- Current resume/CV
- Unofficial transcript from undergraduate program
- List of three professional/academic references
- Writing sample

Please submit application materials to:

CareerPathways@uncf.org

Subject Line: 2019 CPI Program Management Internship