



Job Announcement

College Internship/Professional Networking Manager

Rainier Scholars is a comprehensive, long-term educational enrichment program that supports students over an 11 year journey – from 6th grade to college graduation. We serve those students who have the greatest number of barriers to achieving a college education. Over 80% of Rainier Scholars qualify as low income while 85% come from households without a college degree. To cultivate the academic potential of talented and motivated young people of color in the greater Seattle area and ensure college graduation, we provide early intervention, a rigorous academic preparation program, family support and access to ongoing educational opportunities. Rainier Scholars offers students the resources they need to be academically successful and to become community leaders.

Courage, Perseverance and Integrity, combined with Academic Excellence, can truly propel our students beyond what others have deemed possible for them. Our vision is to build a legacy of successful and inspiring leaders who will make a positive impact in our communities.

Position Summary

Serving over 400 students in some of Seattle's top public and independent schools, as well as colleges throughout the country, Rainier Scholars seeks qualified candidates for the part-time position of College Internship/Professional Networking Manager. The College Internship/Professional Networking Manager will coordinate all aspects of the internship, professional networking and mentorship experience for scholars in the College Support phase of the program. This position will work to establish, coordinate and support the placement of college aged interns in private (includes business, engineering, medical and other areas), public and nonprofit sectors throughout the greater Seattle community for meaningful summer and school year internship opportunities. This position will support career planning and professional networking/mentoring of college aged scholars as they approach graduation and look towards securing future employment and emergence into society as a new generation of leaders.

Responsibilities include:

- Establish internship program for summer and school year opportunities in a variety of professional settings for Rainier Scholars students in College Support phase.
- Establish partnerships with public, private and nonprofit entities to support college student placement into internships in areas of career interests.
- Design and implement yearly program cycle to support all aspects of internship, career guidance and professional networking process.
- Coordinate, implement and support all aspects of internship application process. As this process will vary from company to company depending on their requirements, role will require flexibility and adaptability.
- Provide individual career and professional networking guidance to College Support scholars in an effort to assist and equip them for post-college planning process.
- Meet regularly with College Support program staff to discuss individual students, progress towards college graduation and career planning pathways.
- Work with Development Director and Executive Director to conduct strategic planning regarding increasing corporate support for the organization and establishment of an Alumni affairs program

Knowledge, Skills and Experience

Applicants will have a demonstrated ability in internship, networking and career placement planning in private sector industries, as well as demonstrated ability to build relationships with scholars, colleagues, business, nonprofit and community leaders to maximize success for our scholars. Applicants must have proven ability to work effectively with diverse populations of students and families, navigate comfortably in the corporate world, plan strategically and design new aspects of a program, shape consensus to support common goals and collaborate/coordinate work plans among capable and diverse staff team.

Applicants will have knowledge of principles and practices of:

- Business and corporate sector employment/internship requirements
- Public sector and nonprofit sector employment/internship requirements
- Resume coaching, interviewing and professional networking preparation
- Career mentorship program delivery
- Social service program delivery
- Leadership and effective personnel management, including team-building, supervision, professional development, evaluation, motivation, and conflict resolution
- Strategic planning and program development
- Nonprofit governance
- Understanding of and respect for diverse cultures represented by Rainier Scholars

This position requires five to seven years of progressively responsible experience in business/corporate sector environments (or equivalent) in which majority of internship development will occur. Applicants must also have a proven ability to work with students from diverse backgrounds. Bachelor's degree required; Master's degree in Business (MBA) or other private sector equivalent field is desired. Effective verbal/written communication skills are essential.

Application Information:

This is a salaried part-time position (20 hours per week) which will occasionally require attendance at meetings or events outside of regular office hours.

Rainier Scholars provides competitive compensation, depending upon experience. People of color are strongly encouraged to apply. Rainier Scholars is an equal opportunity employer.

To Apply: Submit an email with a cover letter and resume to: apply@rainierscholars.org. You will receive verification of receipt of your resume.

Closing date: September 10, 2010

Please specify in your cover letter how you learned of this position.