

SELF ENHANCEMENT, INC.

3920 North Kerby, Portland, Oregon 97227-1255
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JOB DESCRIPTION

CORPORATE SPONSOR INTERNSHIP COORDINATOR

The Corporate Sponsor Internship Coordinator facilitates our Corporate Sponsor Intern Program which provides SEI students opportunities to gain practical on-the-job work/career experience at one of SEI's participating corporations. Ideal candidates will have a passion for helping students achieve success and believe in SEI's core values and mission. This is a full-time temporary position. This position reports to the High School Youth Services Manager.

PRIMARY RESPONSIBILITIES

- Serve as liaison between SEI students and the corporate sponsor to ensure the program is properly organized and implemented successfully.
- Establish relationships with SEI corporate sponsors and students to ensure students are appropriately matched with companies that align with their career goals.
- Create and oversee *Job Readiness Training* (JRT) process to ensure students are prepared for the work experience and to help them identify and establish key success factors.
- Maintain all data, files and communication related to program participation for tracking, reporting and evaluation purposes.
- Prepare narrative reports and any other required documentation.
- Establish links with the Development Department to ensure corporate sponsor expectations are met and maintained and program goals are met.
- Research and propose new corporate sponsors within the community to support program growth.
- Other appropriate duties as assigned.
- Some travel may be required.

QUALIFICATIONS

- Bachelor's degree in Communications or related field required.
- Minimum two (2) years of experience related to job duties.
- Ability to develop and maintain positive working relationships with diverse groups of people.
- Must have excellent interpersonal skills to include group, one-on-one and public interface.
- Must have excellent writing skills including business and report writing.
- Ability to handle multiple tasks with varying deadlines.
- Must be a team player and have a professional attitude.
- Must have strong computer skills to include MS Office Suite.
- Ability to use personal initiative and cooperation in performing job duties.
- Valid driver's license and clean driving record.

SALARY & BENEFITS

- \$2,500 – \$3,625 per month.
- 100% Paid medical/dental/vision for employee.
- 401(k) Retirement Plan (up to 3% match).
- 4 weeks accrued vacation.
- Paid life insurance and disability insurance (after waiting period).

Note: This job description may change as programming evolves. SEI management reserves the right to amend this description at any time.