COLLEGE PROGRAMS SPECIALIST

Job Title: College Programs Specialist
Department: Programs
Reports To: Director of Programs
Manages the following positions: Non applicable
Status: Exempt

POSITION OVERVIEW:

The College Programs Specialist works closely with the Director and his/her team, facilitating and monitoring all aspects of the Congressional Internship Programs (summer, fall and spring semesters)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manages the intake, review and selection processes for applicants for the three sessions of the Congressional Internship Program.
- Assist in the identification and negotiation of placements, as well as provides logistical support for the Congressional Internship Program.
- Facilitates the development, implementation and management of educational workshops, training sessions and curriculum modules for the program.
- Has primary responsibility for timely tracking and reporting of demographic profiles for interns and all other reporting needs for the internship program.
- Handles all administrative duties of CHCI's Congressional Internships, including faxing, filing, mailing, copying, and phone and mail inquiries.
- Handles programs participants' travel and housing arrangements.
- Assists in programs specific special events like graduation, community service projects, and off-site events.
- Maintains strong working relationships with program participants.
- Prepares memoranda, composes letters and routine correspondence, and researching information.
- Responsible for managing referrals for corporate, union or government interns candidates

- Participates in and coordinates outreach events for the purpose of recruiting candidates for CHCI student and leadership programs.
- Maintains working relationships with alumni, colleges, and educational organizations.
- Assists in the management of sponsor relationships.
- Will track CHCI staff recruitment visits and former internship program participant recruitment outreach.
- Manages website information about programs in his/her subject matter expertise.
- Practices effective organization for administrative tasks.
- Performs other duties as assigned by supervisor.

QUALIFICATIONS AND REQUIREMENTS:

Minimum Education:

- Bachelor's degree required
- Experience with leadership programs for youth/students desired
- One-year of Administrative experience. Additional experience with youth education programs preferred
- Strong knowledge of Microsoft Word, Access and Excel
- Bilingual – English / Spanish skills required
- Excellent logistical and organizational skills desired; strong verbal and written communication skills
- A professional appearance and telephone manner is essential
- Strong team player; works well under pressure
- Strong presentation skills
- Strong attention to detail and follow through skills
- Strong ability to work independently
- Must be a self-starter who understands the need for detail
- Must be creative and flexible in order to respond quickly and positively to shifting demands and opportunities
- Demonstrated commitment to helping Hispanic youth and an understanding of the issues that impact the Latino community