

Discover Your Future Here Internship Employment Coordinator

Program Dates: January 2019 – June 2019
Hours: Up to 35 Hours / Week
Rate of Pay: \$16.84/Hour

The Coordinator is responsible for assisting young people and employers in paid internships directly related to career goals, education and employer needs. The person will work with out-of- school youth. This person will be the liaison between the interns, internship sites and the Youth Bureau administration. The coordinator is responsible for program paperwork that includes: payroll/timesheets, midterm/final evaluations, referral/follow up forms for interns and the writing of a final report. The person in this position will interview, supervise, and assist interns to establish their personal networks in jobs and careers in St. Lawrence County. Assists interns in building bridges from education to the local job market and encourages positive attitudes about workforce development opportunities. Responsible for mediation of problems which arise among the participants and/or contract agencies, which may involve advice and/or counseling of participating interns.

Minimum Qualifications

- (A) Associate's Degree and one year experience in interviewing, job placement, or development or in determining eligibility for benefits or programs; or
- (B) Graduation from high school, possession of a high school equivalency diploma, or possession of an Individual Education Plan diploma and three (3) years of experience as described in (A) above.
- (C) Pass a pre-employment physical.

Must be 21 and have a New York State driver's license access to an automobile for business use and for getting to and from work.

Please forward cover letter, County Application, resume, and copy of your New York State Driver's license to the St. Lawrence Human Resource Department, 48 Court Street, Canton, N.Y. 13617. Applications will be accepted until all positions are filled. All positions are based upon available grant funding. For inquiries/information please call 315-379-9464. AA/EOE