



<https://www.internswired.online/job/discovery-internships/>

## Discovery Internships Latest Recruitment 2024

### Description

Discovery Internships offers comprehensive internship programs tailored for high school and college students seeking real-world experience. As an Internship Program Coordinator, you'll play a pivotal role in facilitating these transformative experiences, ensuring participants gain valuable insights and professional growth within their chosen fields.

### Responsibilities

- **Program Coordination:** Coordinate the logistics and execution of internship programs, liaising with partner organizations and ensuring a smooth experience for all participants.
- **Participant Support:** Act as a primary point of contact for interns, providing guidance, support, and mentorship throughout their internship tenure.
- **Curriculum Development:** Collaborate with the team to develop and refine internship curricula, ensuring alignment with industry standards and participant learning objectives.
- **Recruitment and Selection:** Assist in the recruitment and selection process for interns, evaluating applications and matching candidates with appropriate placements.
- **Relationship Management:** Cultivate and maintain relationships with partnering companies, ensuring high-quality internship placements and fostering ongoing collaboration.
- **Program Evaluation:** Collect feedback from interns, supervisors, and partner organizations to continuously improve program quality and effectiveness.

### Qualifications

- **Education:** Bachelor's degree in a relevant field. Experience in education, counseling, or program coordination is a plus.
- **Communication Skills:** Exceptional written and verbal communication skills. Ability to effectively engage with diverse stakeholders.
- **Organizational Skills:** Strong organizational abilities, attention to detail, and the capacity to manage multiple tasks simultaneously.
- **Empathy and Mentorship:** A passion for mentorship and guiding students through their professional development journey.
- **Adaptability:** Flexibility to adapt to changing program needs and unforeseen circumstances, ensuring a seamless experience for participants.

### Job Benefits

- **Professional Development:** Opportunity to work in a dynamic, educational environment, enhancing skills in program coordination, education, and mentorship.
- **Impactful Work:** Make a tangible difference in the lives of young students by facilitating meaningful internship experiences.

### Hiring organization

Discovery

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

Sandton, Gauteng, South Africa,  
2146, Sandton, Gauteng, South Africa

### Working Hours

09

### Date posted

April 26, 2024

### Valid through

22.12.2024

- **Collaborative Culture:** Join a collaborative and supportive team dedicated to empowering the next generation of professionals.

## Contacts

- **Prepare Your Materials:** Update your resume/CV highlighting relevant experience in program coordination, education, mentorship, or related fields. Craft a compelling cover letter outlining why you're interested in the position and how your skills align with the responsibilities.
- **Visit the Discovery Internships Website:** Navigate to the Discovery Internships website or career portal to find the job posting for the Internship Program Coordinator role.
- **Review Job Description:** Familiarize yourself with the job description, qualifications, and responsibilities outlined for the position.
- **Submit Your Application:** Follow the instructions provided on the website to submit your application. This might involve an online application form or an email submission of your resume and cover letter.
- **Customize Your Application:** Tailor your application materials to highlight your relevant experiences, skills, and passion for mentoring and guiding students in their professional growth.
- **Double-Check Information:** Ensure all required documents are attached and that your contact information is accurate.
- **Submit and Follow Up:** After submitting your application, consider sending a follow-up email within a week to express your continued interest in the position and inquire about the status of your application.
- **Prepare for Interviews:** If selected for an interview, prepare by researching the company, understanding its mission and values, and be ready to discuss how your background aligns with the role.