



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

FEM: YES Internships 2024 / 2025 Latest Opportunities

Description

As the FEM: YES Internship Program Coordinator, you will play a pivotal role in shaping the future of our internship program aimed at empowering young individuals with hands-on experience and mentorship opportunities in the finance industry. You will be responsible for the overall coordination, execution, and evaluation of our internship initiatives, ensuring a seamless and enriching experience for both interns and mentors alike.

Responsibilities

- **Program Development:** Collaborate with senior management to design and develop the FEM: YES Internship Program curriculum, objectives, and outcomes aligned with our mission and vision.
- **Recruitment and Selection:** Lead the recruitment process for internship candidates, including outreach, application review, interviewing, and selection of qualified participants.
- **Internship Placement:** Match interns with appropriate mentors and internship placements based on their skills, interests, and career goals.
- **Orientation and Training:** Organize and conduct orientation sessions and training workshops to prepare interns for their roles and responsibilities within the program.
- **Program Management:** Oversee day-to-day operations of the internship program, including scheduling, supervision, and support for interns and mentors.
- **Performance Evaluation:** Implement performance evaluation mechanisms to assess the progress and success of interns throughout the program duration.
- **Networking and Partnerships:** Cultivate relationships with industry partners, educational institutions, and community organizations to enhance internship opportunities and resources for participants.
- **Mentorship Coordination:** Facilitate mentorship relationships between interns and industry professionals, providing guidance, support, and networking opportunities.
- **Program Promotion:** Develop marketing materials and strategies to promote the FEM: YES Internship Program and attract qualified candidates.
- **Data Analysis and Reporting:** Collect and analyze data on program outcomes, participant feedback, and success stories to inform continuous improvement and strategic decision-making.

Qualifications

- Bachelor's degree in Business Administration, Education, or related field (Master's degree preferred).
- Previous experience in program coordination, internship management, or related field.
- Strong organizational, communication, and interpersonal skills.
- Ability to work independently and collaboratively in a fast-paced

Hiring organization

FEM

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Johannesburg, Gauteng, South Africa, 2000, Johannesburg, Gauteng, South Africa

Working Hours

09

Date posted

March 30, 2024

Valid through

12.02.2028

environment.

- Passion for financial education, youth empowerment, and social impact.
- Proficiency in Microsoft Office Suite and project management software.
- Knowledge of finance industry trends, best practices, and regulations is a plus.

Job Benefits

- Competitive salary commensurate with experience.
- Health insurance and retirement savings options.
- Professional development opportunities and ongoing training.
- Meaningful work with a dynamic team dedicated to making a difference in the lives of young people.

Contacts

- **Submit Your Application:** Send your resume and a cover letter outlining your qualifications, relevant experience, and why you are interested in joining FEM as the Internship Program Coordinator. Ensure to highlight any specific achievements or projects that demonstrate your ability to excel in this role.
- **Email Application:** Send your application via email with the subject line: "Application for FEM: YES Internship Program Coordinator Position."
- **Include References:** Please provide contact information for at least two professional references who can speak to your skills, experience, and work ethic.
- **Interview Process:** Shortlisted candidates will be contacted for interviews, which may include one or more rounds of in-person or virtual meetings with members of our team.
- **Final Selection:** Following the interview process, the successful candidate will be offered the position of FEM: YES Internship Program Coordinator, subject to satisfactory reference checks and other pre-employment requirements.
- **Start Date:** The anticipated start date for this position is [insert start date], or as mutually agreed upon.