



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

## Momentum Internships 2023 / 2024 Apply Now

### Description

We are seeking a highly motivated and organized Internship Program Coordinator to join our team at Momentum. As the Internship Program Coordinator, you will play a pivotal role in orchestrating and managing internship programs for students and young professionals. You'll work closely with both interns and partner organizations to ensure a seamless and enriching experience for all parties involved.

### Responsibilities

- Collaborate with educational institutions, companies, and organizations to develop and maintain partnerships for internship placements.
- Coordinate the entire internship lifecycle, including recruitment, onboarding, orientation, and ongoing support for interns.
- Act as a liaison between interns and host companies, addressing concerns, providing guidance, and ensuring a positive experience throughout the internship period.
- Develop and execute strategies to enhance the internship program's quality, including feedback collection, evaluation, and improvement initiatives.
- Organize workshops, seminars, and networking events to supplement interns' learning and professional development.
- Maintain accurate records, documentation, and reports related to internship placements and program effectiveness.

### Qualifications

- Bachelor's degree in a relevant field (Human Resources, Business Administration, Education, etc.).
- Proven experience in program coordination, preferably in an educational or internship-related capacity.
- Strong organizational skills with excellent attention to detail and the ability to multitask effectively.
- Exceptional communication and interpersonal skills to interact professionally with interns, partner organizations, and stakeholders.
- Ability to work independently and collaboratively within a team, demonstrating adaptability and problem-solving skills.
- Passion for fostering learning and development opportunities for emerging talent.

### Job Benefits

- **Competitive Compensation:** Momentum offers a competitive salary package commensurate with industry standards and experience level.
- **Learning and Development Opportunities:** Access to various learning resources, workshops, and professional development programs to enhance skills and career growth.
- **Flexible Work Arrangements:** Options for flexible work hours or remote work arrangements, promoting work-life balance and accommodating individual needs.

### Hiring organization

Momentum

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Financial Services

### Job Location

Centurion, Gauteng, South Africa,  
0046, Centurion, Gauteng, South Africa

### Working Hours

09

### Date posted

May 4, 2024

### Valid through

04.12.2024

- **Health and Wellness:** Comprehensive health insurance coverage, wellness programs, and gym membership discounts to support employees' physical and mental well-being.
- **Paid Time Off:** Generous vacation days, holidays, and personal time off to recharge and maintain a healthy work-life harmony.
- **Professional Networking:** Opportunities to build a robust professional network through company events, industry conferences, and networking sessions.
- **Employee Assistance Programs (EAP):** Access to counseling, mental health support, and resources for personal and professional challenges.
- **Team Building Activities:** Regular team-building activities, outings, and events fostering a positive and collaborative work culture.
- **Performance Recognition:** Recognition programs to acknowledge and reward outstanding contributions and achievements.
- **Career Advancement:** Opportunities for career advancement, mentorship, and internal promotions based on performance and skills development.

## Contacts

To apply for a position at Momentum Internships, follow these steps:

- **Visit the Company Website:** Go to the Momentum Internships website to explore available job openings and learn more about the company culture and values.
- **Review Job Postings:** Look through the list of available positions to find the role that aligns with your skills, experience, and career goals.
- **Prepare Your Application Materials:** Update your resume/CV, and gather any other necessary documents such as a cover letter, portfolio, or references.
- **Complete Online Application:** Most likely, Momentum Internships will have an online application portal. Submit your application through the company's official website or the designated application platform.
- **Customize Your Application:** Tailor your application materials to highlight relevant experiences and skills that match the requirements outlined in the job description.
- **Double-Check for Accuracy:** Review your application materials thoroughly to ensure accuracy, correct spelling, and proper formatting before submission.
- **Submit Your Application:** Once your application is complete and you've reviewed everything, submit it through the company's application system.
- **Follow-Up:** Consider sending a follow-up email or message after submitting your application to express your interest and reaffirm your qualifications for the position.
- **Prepare for Interviews:** If selected, be prepared for interviews. Research the company, practice common interview questions, and be ready to discuss your experiences and how they align with the role.
- **Stay Updated:** Check your email or the company's communication channels regularly for updates on your application status.