



## Program Manager 2 Intern Role Description

February 20, 2023 – April 17, 2023

*\*8-week program\**

### **Intern Job Summary**

*HBCU Students*, thank you so much for landing on this page and expressing your interest in being one of the first interns for our company! We are looking for an entry level Program Manager to organize and assist in coordinating our upcoming program. You will provide strategic guidance to the team and project managers in ways that improve the company's culture. You will also assist the company in developing a plan and overseeing the progress of operations of our **5th year Founder's Day celebration** which is [April 18, 2023](#).

The ideal candidate will be an excellent leader and will have experience in managing a project of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and tactics. The goal is to ensure that all programs deliver the desirable outcome to our organization.

### **Intern Job Responsibilities**

- Formulate, organize and monitor inter-connected projects
- Decide on suitable strategies and objectives leading to Founder's Day
- Coordinate cross-project activities, assist with the development of *The Pilot Program*
- Develop and control deadlines, budgets and activities for Founder's Day
- Apply change, risk and resource management
- Assume responsibility for the program's people and vendors
- Resolve projects' higher scope issues when developing the celebration
- Prepare deliverables for the CEO regarding Founders Day
- Assist in the development of the pilot for our drop-in childcare service

### **Requirements and Skills**

- Entry level work experience with social media management/content creation
- Teachable, willingness to learn, grow and great a decision making
- Ability to deliver creative content (text, image and video)
- Solid knowledge of functionality of social platforms and familiarity with web design
- Excellent communication skills
- Current HBCU Student enrolled at any university
- Commitment to attending 2- weekly Zoom meetings at *\*3 hours per week\**

### **Benefits of Internship**

This is a [unpaid internship](#) position, but *The Nesting Nannies* will provide various incentives throughout the program to add value to your experiences during this 8-week program which is listed below:

- Official Brand Ambassador of Company
- Official Swag Bag with exclusive branded merchandise
- Access to our professional network, networking events, exclusive opportunities & resources
- Credible professional development experience to add to your resume
- Growth potential to potentially become a employee with the company
- Internship hours for degree depending on your program of study
- Lunch learning labs for interns during selected meetings

**APPLY TODAY!**

*Deadline: February 13, 2023 @11:59pm*