



Job Description for Program Administration Intern

Division: Programs

Reports to: Program Manager

Classification: Non-exempt

Department: Programs

Supervises: None

Last Revised: 12/23/2015

After School Matters is a nonprofit organization that offers Chicago public high school teens high quality, out-of-school-time opportunities to explore and develop their talents, while gaining critical skills for work, college, and beyond. Our hands-on, project-based arts, science, sports, technology, and communications programs are delivered at Chicago public high schools, at community locations throughout the city, and downtown at Gallery 37 Center for the Arts.

Summary of Position:

This position is an excellent fit for individuals looking to develop skills in nonprofit program management. The Program Administration Intern position will provide support to all aspects of After School Matters programming. The intern will gain a broad exposure to the inner workings of a high-functioning nonprofit organization. He or she will assist the Regional Directors, Program Manager and Program Specialist in overall administration and logistics of every day programming. The intern will perform work directly related to the general business operations of After School Matters.

Major Duties and Responsibilities:

- Manage communication with program providers and other partners
- Manage communication with teen participants and parents
- Help manage provider questions and concerns
- Verify accuracy of program logistics and enter information into the Cityspan database
- Assist in the planning and coordination of meetings and orientations
- Support supervisor in maintaining professional relationships with local partners and employers
- Monitor teen attendance, enter payroll information, distribute pay checks
- Independent travel to employers to check on teens and programs
- Support Programs department, with tracking of expenses and data entry
- Support program team with special initiatives, events, and recruitment needs as assigned
- Monitor community partner compliance through weekly tracking of enrollment and attendance
- Ensure that community partners have obtained and submitted required teen participants paperwork
- Review, document, and submit check requests in relation to program activities – field trips and guest speakers
- Verify teen participants have satisfied program requirements prior to award distribution
- Collaborate effectively with the entire Program Quality Division in an effort to support quality programming

- Other duties as assigned

Supervisory Responsibilities:

- None

Physical Demands:

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to lift up to 10 pounds occasionally.
- Must be able to sit for long periods of time.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not exposed to weather conditions
- The noise level in the work environment is usually moderate.
- Travel throughout the city to employers may be required.

Knowledge, Skills and Abilities:

- Energetic and enthusiastic employee who can succeed in a fast-paced, high energy environment.
- Capability to succeed while working either independently or in collaborative settings.
- Problem solving abilities and analytical skills.
- Organizational skills.
- Oral and written communication skills.
- Dependability, accuracy, and attention to detail.
- Ability to meet deadlines, manage multiple responsibilities simultaneously, and provide effective follow-up with staff.
- Proficiency with Microsoft Office software; excellent familiarity with Excel and Pivot tables is a plus.

Qualifications:

- Currently attending a post-secondary institution, in an undergraduate or graduate program

How to Apply:

Send a Cover Letter and Resume to careers@afterschoolmatters.org

EEO:

After School Matters is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, sex, sexual orientation, gender identity, disability, protected veteran status, military discharge status, age, marital status, parental status, or source of income.