



**Title: Internship Placement Manager**  
**Reports to: Placement Director**  
**Location: Texas**

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### **Internship Placement Manager**

Interested in helping eager individuals develop their careers in the tech industry? Looking to make a difference in the lives of young diverse tech talent? NPower is looking to hire an Internship Placement Manager and you may be the right fit!

#### **As an Internship Placement Manager, you will:**

- Coach and deliver quality guidance to trainees to achieve their career goals
- Schedule one on one sessions with trainees to prepare them for tech industry interviews through mock interviews, resume, cover letter, and pitch assistance
- Coordinate trainees' internship interviews and collect all mandated employment documentation (e.g., I9)
- Select the appropriate trainees for each internship opportunity with the help of your team
- Input and update trainee data in Salesforce, SharePoint, and/or Dropbox (i.e., notes, documents, internship details, contact information)
- Leverage NPower's platform to engage new internship partners and maintain communication with existing partners
- Report to the Placement Director

#### **This role may be suitable if you possess (most of) the following skills/abilities:**

**Influence/Persuasion**— you can convince others to change their minds or actions

**Active listening** – you give full attention to what other people are saying, taking time to understand the points being made, and asking questions when appropriate

**Adaptable/independent** – you are able to work on your own and make decisions with little direction

**Training** — you have knowledge of principles for workshop design, teaching and instruction for individuals/groups

**Networking**— you like to develop constructive and cooperative working relationships with others, and maintain them over time

**Developing others** — you can identify the developmental needs of others and want to help to improve their knowledge or skills

#### **Education and Experience Requirements:**

- 2-4 years' experience selling staffing, recruiting or other human capital related services
- 1-3 years' experience in lead generation and development of internships
- Comfort level in researching, identifying and approaching new business prospects
- BA Preferred

#### **What NPower can do for you:**

- Invest in your professional development
  - Allows access to LinkedIn Learning workshops
  - Grants appropriate trainings of your choice
- Discounts to theme parks, concerts, movies, and vacation packages (Plum Benefits)



- Benefits Package: 15 days of PTO, 12 Sick Days, 12 Holidays and 3 Personal Days
- 403(B) Retirement Plan with company match
- Contributes between 80-95% of premium costs toward three medical plan options

**Ready to apply?**

Please submit a cover letter and resume via email to: [mindy.cummings@npower.org](mailto:mindy.cummings@npower.org)

*As an equal opportunity employer. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.*