

**Position Title:** Internship & Alumni Relations Manager  
**Position Type:** Full-time, Salary  
**Location:** New York City

### About New York On Tech:

[New York On Tech \(NYOT\)](#) is an award-winning, early pipeline technology talent accelerator on a mission to prepare the next generation of leaders by creating pathways into degrees and careers in technology. To date, we have worked with more than 1,000+ students in New York City by leveraging the time, talent and expertise of software engineers and developers to teach our tuition-free courses and help provide work-based internship and learning programs to promote the advancement of students into technology. Founded in 2014, NYOT's work has been featured in Forbes, CNN, The Huffington Post, TechCrunch, BET and other leading publications. NYOT has also been awarded by Forbes 30 Under 30, Wells Fargo and the Brooklyn Borough President's Office.

### Who We Are Looking For:

The Internship & Alumni Relations Manager will report into the Director of Programs and work closely with the Program Team to develop a strategy that will effectively support NYOT's program graduates to ensure their success

### Alumni Relations Responsibilities

- Design and execute on an engagement strategy that will connect alumni to programs and events that support NYOT's mission
- Design and lead NYOT Alumni Summits and annual alumni events in person and virtually
- Design and execute on a data collection strategy to help track the outcomes of NYOT program graduates after trainings
- Administer an annual surveys to alumni in order to benchmark their performance in alignment with NYOT's expected outcomes
- Monitor participant outcomes through assessments and evaluations and develop a comprehensive report of the program
- Build and maintain relationships with companies and other partners who can provide opportunities and resources to alumni
- Help curate and deliver resources and opportunities through a bi-weekly alumni newsletter sent to all program graduates
- Provide support to NYOT's alumni efforts and programs on an as needed basis

### Internship Management Responsibilities:

- Assist in developing a recruiting strategy to identify internship partners and opportunities in technology for program graduates
- Conduct proactive outreach efforts to increase the number of employers in the partner network and number of internship slots
- Assist in communicating and marketing identified internship opportunities in technology to the relevant student population
- Coordinate all administrative functions of internship programs and employer partnerships throughout the year
- Act as the liaison between NYOT and the internship site, providing support to our students, corporate and community partners
- Ensure internship sites are visited prior to internship program commencing to monitor for safety and compliance
- Monitor participant outcomes through assessments and evaluations and develop a comprehensive report of the program
- Support participants in transitioning to employment, training program or post-secondary education
- Provide support to NYOT's internship management efforts and programs on an as needed basis

### Qualifications:

- 1-3 years of experience as an Internship Coordinator, Job Developer or supporting career services and/or career advisement
- Proficiency in Microsoft Office and Google Suite (especially Google Docs and Google Sheets).
- Proficiency with Salesforce (preferred) or other CRM databases
- Strong project management and organizational skills, with an ability to juggle competing priorities
- Superior interpersonal, customer service and community relationship-building abilities
- Proficiency in oral and written presentation skills with an eye for cultural competency
- Ability to collaborate and work effectively in a fast-paced team environment

### Education:

- Relevant Bachelor's Degree; Master's degree preferred

### Compensation

Contract commensurate with experience. Includes a competitive benefits package.

### How to Apply

Please submit your resume and cover letter to: <http://www.newyorkontech.org/webdev.html>

All applicants will be considered. Only those selected for an interview will be contacted. NYOT is an Equal Opportunity Employer and does not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin.