



Future Focus Program Manager

The [Future Focus Summer Internship Program](#) arranges full-time, paid, professional internships providing them valuable work experience. Since its inception in 2011, Future Focus has placed over 500 interns with 100+ Austin companies. The students who participate in the program are graduates of [KIPP Austin Public Schools](#) and [Breakthrough Central Texas](#) these organizations have extensive programs to help 1st generation college students from economically disadvantaged families get to and through college.

This position will provide services as an independent contractor and not as an employee. Hours will vary depending on the activities at the time between 15 – 29 Hours per week. You will report to Daniel Keelan, Future Focus Founder.

The Future Focus Program Manager is responsible for the management and execution of the Future Focus Internship Program, including but not limited to:

- Recruiting companies to host Future Focus Interns
- Screening and selecting graduates from KIPP Austin Public Schools and Breakthrough Central Texas to participate in the program
- Matching Interns and Host Companies, then coordinating interviews and other activities as necessary to get the interns placed for the summer
- Monitoring internships to make sure that it is a positive experience for both the host companies and interns. This will include regular communication with both parties
- Organizing and managing events such as the Internship Kick Off Meeting, periodic training and end of summer review
- Interfacing regularly with KIPP and Breakthrough staff
- Ensuring that the Interns complete the end of summer survey and send thank you letters to employers on a timely basis
- Documenting all activities with Interns, Host Companies and prospective employers in Salesforce.com

Competencies

- High detail orientation
- Strong written and verbal communication
- Demonstrated program management acumen
- Proven partnership development and management skills
- Ability to connect with a wide range of audiences from young adults to corporate partners
- Ability to learn and navigate technological platforms

How to Apply

Please email Daniel Keelan at dckeelan@atxinterns.org with your cover letter and resume.