**Position Title:** Internship Director  
**Reports To:** Executive Director  
**Job Classification:** Permanent, Full Time (40 hours/week)  
**Salary:** $52K - $62K, based on experience

**About the Blueprint Foundation (Blueprint):** Blueprint is a non-profit workforce development organization of Black professionals who dedicate their time and talent to encourage and guide young people toward careers in the industry of their choosing. Black youth and adults learn in nature via project-based training and mentoring that prepares them for family-sustaining careers in the green sector while contributing to environmental justice initiatives related to air quality, green infrastructure, and industry diversification. Blueprint has programs that support learners at the early learner, teenager, and adult stages of development.

**About this role:** This position manages internships and paid work experiences in urban forestry, energy efficiency, and air quality monitoring. The Internship Director will coordinate with Blueprint staff and partners to plan and deliver hands-on skill development, job shadowing, career exploration events, and job readiness workshops. While much of the coordinating for this position will be administrative in nature and can be performed remotely, there will also be in-person, nature-based, physical restoration work that applicants should expect and be prepared for.

**What success looks like:** A successful Internship Director will contribute to student retention in the program and the sector through caring and culturally responsive coaching and supervision. Ultimately, the Internship Director will develop trusting and supportive relationships with participants that provide the support needed to learn and grow into knowledgeable and confident green sector professionals. Programming is a joint effort with multi-partner collaboratives. Consequently, the Internship Director must be able to work within and maintain relationships with a diverse group of people and organizations.

**Responsibilities & Duties:**
- Recruit and retain youth participants, near-peer mentors, and industry professional mentors
- Work closely with Blueprint colleagues and partners to plan, schedule and implement activities
- Secure materials and supplies for activities (e.g., transportation, food, or workbooks)
- Provide site supervision for near-peer mentors and youth participants
- Participate in student development activities as needed
- Support program evaluator with data collection for program effectiveness assessment and continuous improvement
- Maintain and track trainee timesheets and payments
- Gather demographic information, photos of participants at work, and keep track of timesheets that are necessary for payroll, reporting, and marketing
- Coordinate food, transportation, and supplies for trainees and trainers

**Qualifications:**
• Experience working with and mentoring youth and young adults
• Committed to empowering historically underserved populations, including but not limited to Black, Indigenous, other People of Color, disabled, international, and LGBTQIA+ communities
• Logistical coordination and organizational skills
• Experience with social media, Google (G Suite) and Microsoft Office applications
• Level II Background check required upon hire
• Driver’s license required
• Ability to be adaptable, calm and patient when working with youth and young adults

Resources:

• Supplied by Blueprint: Blueprint email address; computer; staff; insurance
• Needed: Email access; internet access; driver’s license

How to apply: Please send your resume and a cover letter detailing why this is a great role for you to JoAnnVrilakas (joann@theblueprintfoundation.org). We will be accepting applications and completing interviews on a rolling basis until the position is filled.