**Project Management Intern**

GPS Education Partners is a non-profit organization that utilizes an innovative education model to build strategic partnerships with education, business, and the community. These partnerships enable us to accelerate students interested in technical careers, by preparing them through a credentialed work-based learning journey and customized solution.

Our team is driven by our mission and the impact we have on the lives of students and their communities. We do not obsess over hierarchy; we collaborate and do the right thing to get the job done. We are not afraid to take risks and innovate.

As a project management intern, you won’t only perform routine administrative duties like minute taking – rather, your responsibilities will be inextricably tied to the success of the project you are working on. Driving everything forward from planning to implementation, your actions will directly influence the efficiency and cost-effectiveness of the project.

Every project is different and therefore your duties will change accordingly.

**Expectations:**

- Performs research on various activities for effective implementation of projects. Comments on procedures to identify where improvements can be made and introduce local processes to ensure that the project runs smoothly.
- Supports the development of project schedules and plans. Coordinates with finance to design all financial projections. Estimates cost for projects and recommends changes to clients or provides alternatives.
- Evaluates and prepares reports for all recommended change.
- Provides high-quality administrative support, including arranging group meetings and proactively communicating related information and updates to internal and external attendees.
- Enters data on electronic systems and contribute to discussions as appropriate, regularly updating spreadsheets on progress and providing summaries as required.
- Maintains knowledge of all team members’ work responsibilities and ensure adherence to same and manage all communication with program stakeholders.
- Builds, formats and disseminates progress reports for the project. Prepares status reports for clients monthly. Documents all records of events, minutes, and issues in projects.
- Creates presentations as needed.
- Support the other key strands of the project as required (e.g. updating content for the web and social media, basic online research).

**Skills, Knowledge, Experience:**

- Strong customer service and professional communication skills
- High level of organization
- Intermediate skill in Google Suite
- Intermediate skill in Microsoft Office Suite