



SENIOR PROGRAM INTERN

ABOUT THE ORGANIZATION:

Founded in 2007, the Council of Urban Professionals (CUP) connects, empowers and mobilizes the next generation of diverse business and civic leaders. Today, CUP is an energetic 21st century leadership development organization with a multicultural constituency of African-American, Latino, Asian-American/Pacific Islander, and women professionals. With over 1,200 individual members, a national network of 20,000 partners and 50 corporate members spanning industry sectors, CUP works through a series of programs and forums to offer leadership and professional development, access to powerful decision makers and institutions, and civic engagement opportunities for diverse leaders. We broadly engage the private and public sectors including: financial services, law, media and entertainment, digital and technology, consulting, education, and non-profit organizations.

ABOUT THE INTERNSHIP:

The Senior Program Intern will support the programs and initiatives of the CUP Leadership Institute. CUP's Leadership Institute is a multi-faceted professional development platform established to increase the level of diversity amongst the senior ranks of Fortune 500 organizations, non-profit organizations and the public sector. Key programs include the **CUP Executive Leadership Program**, the **CUP Fellows Program** and the **CUP Leadership Board**. CUP Leadership Institute interns will have the opportunity to work in the areas of leadership and professional development programming, evaluation and curriculum development, event production and strategic networking.

RESPONSIBILITIES:

- Research curriculum components and background materials for all Leadership Institute trainings;
- Implement strategies for engaging program participants through social media;
- Assist with event production for all trainings, e.g., logistics, materials, etc.
- Coordinate logistics of all training programs;
- Assist in the launch of the CUP Fellows Alumni Initiative;
- Assist in the launch of the CUP ELP Alumni Initiative;
- Other duties as assigned.

INTERNSHIP BENEFITS:

- Opportunity to attend leadership and professional development trainings;
- Project management experiences;
- Assistance with your job search, including resume and cover letter guidance and a letter of recommendation;
- Introductions and career connections with professionals from a variety of industries;
- Phenomenal exposure to the unique intersection of non-profit, public and private sectors;
- Access to senior level executives and robust CUP network of professionals;
- Networking opportunities focused on professional development;
- **CUP Membership:**
 - Associate Membership with CUP for 1 year (a \$250 Value), pending completion of 1 semester of interning at CUP;
 - Executive Membership with CUP for 1 year (a \$1,000 Value), pending completion of 2 consecutive semesters of interning at CUP;
 - Executive Memberships with CUP for 2 Years (a \$2000 Value), pending completion of 3 consecutive semesters of interning at CUP.

REQUIREMENTS:

Successful candidates will be highly organized with impeccable research skills, have excellent written and oral communication skills, and have the ability to work well on a team. Candidates must also be detail-orientated, able to work on multiple projects at one time, and meet deadlines. Candidates must be comfortable with Microsoft Office (Word, Excel, PowerPoint, and Outlook), and social media platforms. Reliability and punctuality are a must. **Laptop required.**

Senior Program Intern Candidates must be available to work a minimum of 30 hours per week. They will receive a stipend at the end of the internship that is commensurate with performance. Candidates who can only commit to a minimum of 20 hours per week will be considered for the junior internship program, but will not receive payment.

TERMS OF SERVICE AVAILABLE:

Fall 2012, Spring 2013, and Summer 2013. Students are welcomed and encouraged to stay the entire year.

HOW TO APPLY:

Please send a resume, cover letter, and one-page writing sample via email to sshields@nycup.org with the subject line "Senior Program Intern."