

Job Description: Program Coordinator Internship

New Mexico Out-of-School Time Network (NMOST)

Status	Part-time, 10–15 hours per week
Compensation	\$17.00 per hour
Work Arrangement	Remote, Hybrid, or In-Person: Flexible Schedule (Office in Albuquerque)
Reports To	Executive Director

About NMOST: Our Vision

The New Mexico Out-of-School Time Network (NMOST) is a statewide coalition of policymakers, educators, youth development workers, and stakeholders dedicated to fostering positive youth outcomes. Our core mission is to create, strengthen, and sustain a comprehensive system of support for high-quality afterschool, summer learning, and teen center programs. We envision a New Mexico where **all children and youth** have access to exceptional out-of-school time opportunities, regardless of zip code or income.

Position Purpose: Drive Quality and Access

NMOST is seeking a **proactive and results-driven candidate** with a dedicated interest in positive youth development and strengthening New Mexico's educational landscape. The Program Coordinator Intern will play a **central role** in projects that directly improve the access and quality of afterschool and Summer Learning programs statewide. This position offers significant experience in program implementation, professional development coordination, and statewide quality assurance initiatives.

Key Responsibilities

The Intern will contribute to high-impact projects in partnership with the NMOST team:

- **Professional Development Coordination: Assist** in developing, coordinating, and executing NMOST's training events for OST professionals, including the annual **Out-of-School Time Leadership Institute (OST-LI)**, our annual conference, and topical roundtables.
- **Quality Initiative Rollout: Support** the strategic launch of NMOST's new **Guiding Principles for Quality in New Mexico**, including setting up training events, conducting site visits to afterschool programs, and drafting essential reports.

- **Research & Communications: Research** and synthesize data and content for online learning, mapping projects, blogs, newsletters, and social media to showcase the network's impact.
- **Administrative Support:** Participate in staff and community meetings, and contribute to additional NMOST projects as assigned.

Qualifications

- **Education:** Must be in the process of earning an Undergraduate or Graduate degree in a relevant field such as: STEM, public health, business, education, social work, or public administration.
- **Commitment:** Dedication to **system change** benefiting children and youth, coupled with a demonstrated commitment to **diversity, equity, and inclusion (DEI)**.
- **Experience:** Experience or strong interest in event planning, professional development design, and training facilitation.
- **Skills:** Exceptional organizational, communication (written and verbal), and research skills.
- **Work Style:** Strong attention to detail, proven ability to manage multiple projects independently with a high level of proficiency, and a collaborative team spirit.
- **Logistics:** Must have **reliable transportation** and an **insurable driving record** (required for site visits).
- **Flexibility:** Ability to work occasional weekends and outside of normal working hours as required for events.
- **Technical:** Must have reliable access to the internet.

Employment Screening and Compliance

- Background check required.
- Intern must maintain a current and valid driver's license.

Application Process

This position is **open immediately**. We are conducting interviews on an **ongoing basis**, so interested candidates should apply without delay.

Please submit the following three items:

1. Cover Letter
2. Résumé
3. At least two professional references

Submission:

- **Email to:** Ian Gates, Special Projects Coordinator, at igates@nmost.org
- **Subject Line:** Please use the subject line: **(NMOST) Program Coordinator Intern**

Your Cover Letter Must Address: Why you are interested in working as an intern for NMOST and contributing to youth development in New Mexico; Relevant coursework and work experience that demonstrates your ability to excel in this role; Available hours.