



<https://www.internshipsca.com/job/careerbeacon-internships/>

CareerBeacon Internships 2023 New Hiring

Description

Are you passionate about empowering individuals to kickstart their careers and succeed in the professional world? If so, CareerBeacon is looking for an Internship Program Coordinator to join our dynamic team. In this role, you will play a vital part in our mission to support career development by coordinating and managing our CareerBeacon Internships program.

Responsibilities

- **Program Development:** Collaborate with cross-functional teams to design, develop, and implement the CareerBeacon Internships program, ensuring alignment with our company's mission and goals.
- **Internship Placement:** Match qualified candidates with internship opportunities by liaising with partner organizations and employers, and by conducting thorough candidate assessments.
- **Program Outreach:** Promote the CareerBeacon Internships program to educational institutions, students, and potential employers, both online and through networking events.
- **Mentorship and Support:** Provide guidance and support to interns throughout their internship journey, ensuring a positive and enriching experience for both interns and host organizations.
- **Program Evaluation:** Collect feedback and data to continually assess and improve the effectiveness of the internship program.
- **Compliance:** Stay up-to-date with legal requirements and regulations related to internships, ensuring that the program is in compliance with all relevant laws and guidelines.
- **Reporting:** Generate regular reports on program performance and impact to share with management and stakeholders.

Qualifications

- Bachelor's degree in a relevant field (e.g., HR, Education, Business, or related disciplines).
- Strong passion for career development and a commitment to empowering individuals to reach their potential.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to collaborate effectively with a diverse range of stakeholders.
- Organized, detail-oriented, and capable of managing multiple tasks and responsibilities simultaneously.
- Familiarity with internship programs, career services, or talent development is a plus.
- Proficiency in using digital platforms and tools for program management and outreach.

Job Benefits

- **1. Competitive Compensation:** Provide a competitive salary or stipend to compensate interns for their work and dedication.

Hiring organization

CareerBeacon

Employment Type

Intern

Duration of employment

3 Months

Industry

Human Resources Services

Job Location

Moncton, New Brunswick, Canada, E1A, Moncton, New Brunswick, Canada

Working Hours

09

Date posted

April 1, 2026

Valid through

06.11.2026

- **2. Career Development:** Support the professional growth of your employees through training, workshops, and opportunities for skill development.
- **3. Health Benefits:** Offer a comprehensive health insurance package that includes medical, dental, and vision coverage.
- **4. Flexible Work Arrangements:** Allow for flexible work hours or remote work options to promote work-life balance.
- **5. Paid Time Off:** Provide paid vacation days, holidays, and sick leave to ensure employees can rest and recharge when needed.
- **6. Professional Networking:** Facilitate opportunities for employees to connect with professionals in the industry and attend relevant events.
- **7. Employee Assistance Program (EAP):** Offer an EAP to provide confidential support and resources for personal and work-related challenges.
- **8. Retirement Plans:** Provide a retirement savings plan, such as a 401(k) with company contributions.
- **9. Bonuses and Incentives:** Reward outstanding performance with bonuses or incentives to motivate and recognize achievements.
- **10. Employee Discounts:** Offer discounts on company products or services to employees.

Contacts

1. Prepare Your Application Materials:

- Update your resume to highlight your relevant qualifications, experience, and skills.
- Write a cover letter that explains your interest in the position, your motivation for contributing to CareerBeacon, and why you are the ideal candidate for the role.

2. Review the Job Posting:

- Carefully review the job description and requirements in the job posting to ensure you meet the qualifications and responsibilities.

3. Gather Supporting Documents:

- Collect any additional documents that may be required, such as references or certifications, if specified in the job posting.

4. Compose Your Application Email:

- Create an email with a professional subject line, such as "Application for Internship Program Coordinator at CareerBeacon."

5. Attach Your Application Materials:

- Attach your resume and cover letter to the email. Ensure that they are in a format that is easily accessible and readable (e.g., PDF or Word document).

6. Write a Brief Introduction:

- In the body of the email, write a concise introduction that expresses your enthusiasm for the position and briefly summarizes your relevant qualifications.

7. Send Your Application:

- Send the application email to the designated email address provided in the job posting. This email address is typically where candidates are instructed to send their applications.

8. Follow-Up:

- After submitting your application, consider sending a follow-up email a week or two later to express your continued interest and inquire about the status of your application.

9. Be Responsive:

- Be prepared to respond promptly to any communication from CareerBeacon, whether it's an invitation for an interview or a request for additional information.

10. Prepare for Interviews:

- If you are selected for an interview, be ready to discuss your qualifications, experiences, and how you can contribute to the success of CareerBeacon.