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Empire Life Internships Latest Application 2026 / 2027

Description

We are seeking a motivated and organized Internship Program Coordinator to join our team at Empire Life Internships. The successful candidate will play a pivotal role in managing all aspects of our internship program, from recruitment and selection to onboarding, training, and ongoing support. This individual will collaborate closely with internal stakeholders and external partners to ensure a seamless and enriching experience for our interns.

Responsibilities

- Develop and implement recruitment strategies to attract top talent for internship positions.
- Coordinate the selection process, including reviewing applications, scheduling interviews, and making hiring decisions in collaboration with hiring managers.
- Facilitate the onboarding process for new interns, providing them with necessary information, resources, and support to ensure a smooth transition.
- Develop and deliver training programs and orientation sessions to equip interns with the skills and knowledge needed to succeed in their roles.
- Serve as the primary point of contact for interns, addressing inquiries, providing guidance, and offering mentorship throughout the duration of their internship.
- Organize and oversee various professional development initiatives, workshops, and networking events to enhance the learning experience and promote career growth.
- Monitor intern performance and progress, providing regular feedback and evaluations to help them achieve their goals.
- Collaborate with department managers and supervisors to identify project opportunities and assign meaningful tasks to interns that align with their interests and career objectives.
- Evaluate the effectiveness of the internship program and identify areas for improvement, implementing enhancements as needed to ensure its continued success.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, Education, or a related field.
- Proven experience in program coordination, talent acquisition, or student affairs, preferably within an internship or educational setting.
- Strong organizational skills with the ability to manage multiple priorities and deadlines effectively.
- Excellent communication and interpersonal skills, with the ability to build relationships and collaborate with diverse stakeholders.
- Demonstrated ability to provide mentorship, guidance, and support to individuals at various stages of their professional development.

Hiring organization

Empire Life

Employment Type

Intern

Duration of employment

3 Months

Industry

Insurance

Job Location

Kingston, Ontario, Canada, K0H,
Kingston, Ontario, Canada

Working Hours

09

Date posted

March 28, 2026

Valid through

12.02.2028

- Knowledge of best practices in recruitment, onboarding, training, and development.
- Passion for empowering and mentoring the next generation of talent.
- Flexibility to adapt to changing priorities and requirements in a dynamic environment.
- Proficiency in Microsoft Office Suite and other relevant software applications.

Job Benefits

- **Professional Development:** Access to training and development opportunities to enhance skills and knowledge in your field of interest.
- **Mentorship:** Opportunity to receive guidance and mentorship from experienced professionals within the organization.
- **Networking:** Access to a diverse network of industry professionals, peers, and mentors to expand your connections and build relationships.
- **Meaningful Work:** Engage in challenging and impactful projects that contribute to the success of the organization and your own professional growth.
- **Flexible Schedule:** Enjoy a flexible work schedule that accommodates your academic commitments and personal responsibilities.
- **Competitive Compensation:** Receive a competitive stipend or salary for your contributions during the internship program.
- **Resume Enhancement:** Gain valuable experience and skills to enhance your resume and increase your competitiveness in the job market.
- **Career Opportunities:** Potential for career advancement and consideration for full-time employment opportunities within the organization upon successful completion of the internship program.
- **Work-Life Balance:** Encouragement of a healthy work-life balance, with opportunities for personal growth and relaxation outside of work.

Contacts

If you are passionate about empowering young professionals and shaping the future workforce, we invite you to join our team at Empire Life Internships. This is an exciting opportunity to make a meaningful impact while gaining valuable experience in program coordination and talent development. Apply now to be considered for this rewarding role!