



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

## Forage Virtual Internships 2023 Apply Now

### Description

We are seeking a Virtual Internship Program Coordinator to join our team at Forage Virtual. As a Virtual Internship Program Coordinator, you will play a crucial role in ensuring the success of our internship programs, providing support to both students and partner companies.

### Responsibilities

#### 1. Student Support:

- Serve as the primary point of contact for students participating in virtual internships.
- Provide guidance and assistance to students throughout the internship process, including onboarding, project selection, and performance evaluation.
- Monitor and track student progress and address any questions or concerns.

#### 2. Partner Company Relations:

- Collaborate with partner companies to facilitate the successful integration of virtual interns into their teams.
- Maintain regular communication with partner companies to ensure a positive internship experience for students and host organizations.
- Collect feedback from partner companies and interns to continually improve the program.

#### 3. Program Enhancement:

- Contribute to the ongoing development and improvement of our virtual internship programs.
- Work with the Forage Virtual team to identify opportunities for program expansion and refinement.
- Assist in the creation of resources and materials to support students and partner companies.

#### 4. Data and Reporting:

- Maintain accurate records and databases of program participants and activities.
- Generate reports and analysis on program performance and impact.
- Use data to inform decision-making and program development.

### Qualifications

- Bachelor's degree in a related field.
- Strong communication and interpersonal skills.
- Exceptional organizational and project management abilities.
- Experience working in a remote or virtual environment.
- A passion for education, career development, and helping students succeed.
- Familiarity with internships, career services, or higher education is a plus.

### Job Benefits

### Hiring organization

Forage Virtual

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

E-Learning Providers

### Job Location

Toronto, Ontario, Canada, 416,  
Toronto, Ontario, Canada

### Working Hours

09

### Date posted

March 26, 2026

### Valid through

12.10.2026

- Competitive compensation.
- Opportunity to work in a fast-growing and mission-driven organization.
- Remote work, providing flexibility in your location.
- A chance to make a meaningful impact on the education and career development of students worldwide.

## Contacts

To apply for the Virtual Internship Program Coordinator position at Forage Virtual, please follow these steps:

- 1. Prepare Your Application Materials:**
  - Update your resume to include your relevant qualifications, skills, and work experience.
  - Write a cover letter that highlights your interest in the role and how your skills and experience align with the job description.
- 2. Email Application:**
  - Compose an email to the designated application email address. Typically, the email address for job applications will be provided in the job posting or on the company's website. If not, check the job posting for specific application instructions.
- 3. Subject Line:**
  - In the subject line of your email, specify the position you are applying for, which, in this case, is "Virtual Internship Program Coordinator Application."
- 4. Attach Your Application Materials:**
  - Attach your resume and cover letter to the email as PDF or Word document attachments.
- 5. Write a Concise Email Message:**
  - In the body of the email, introduce yourself briefly and express your interest in the position.
  - Mention any additional application materials you are including in the email (e.g., resume and cover letter).
- 6. Proofread Your Application:**
  - Carefully proofread both your email message and the attached documents to ensure they are free of errors and well-presented.
- 7. Send the Email:**
  - Once you are confident that your application materials are complete and error-free, send the email to the specified application address.
- 8. Follow Up:**
  - After sending your application, it's a good practice to follow up with the employer after a reasonable period (typically one to two weeks) to express your continued interest in the position and inquire about the status of your application.