



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

Tulip Internships 2023 / 2026 Apply Now

Description

Tulip is seeking an Internship Program Coordinator to join our team and play a crucial role in our mission to provide exceptional internship opportunities. As the Internship Program Coordinator, you will be responsible for overseeing the entire lifecycle of our internship program, from recruitment and onboarding to ongoing support and evaluation. This is an exciting opportunity to make a positive impact on the future workforce and help shape the careers of tomorrow's leaders.

Responsibilities

- **Intern Recruitment:** Collaborate with various departments to identify internship positions, create job descriptions, and promote opportunities to attract talented students and graduates.
- **Selection and Onboarding:** Manage the selection process, conduct interviews, and facilitate the onboarding of interns, ensuring they are well-prepared for their roles.
- **Program Development:** Work closely with department heads to create meaningful internship projects and tasks, aligning them with the educational and career goals of our interns.
- **Intern Support:** Provide ongoing support to interns throughout their program, serving as a point of contact for questions, concerns, and guidance.
- **Mentorship and Training:** Facilitate mentorship programs and training sessions to enhance the learning experience for interns.
- **Performance Evaluation:** Develop a structured evaluation process to assess intern performance and provide feedback to both interns and department heads.
- **Feedback and Improvement:** Continuously gather feedback from interns, supervisors, and other stakeholders to improve the internship program and make it more effective.
- **Documentation and Compliance:** Maintain accurate records of internship activities, ensuring compliance with relevant laws and regulations.

Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field (Master's degree preferred).
- Prior experience in talent acquisition, human resources, or education, with a focus on internships.
- Strong communication and interpersonal skills.
- Exceptional organizational and project management abilities.
- A commitment to fostering a positive and inclusive learning environment.
- Knowledge of relevant labor laws and internship best practices.

Job Benefits

- An opportunity to shape the careers of emerging professionals.
- A supportive and collaborative work environment.

Hiring organization

Tulip

Employment Type

Intern

Duration of employment

3 Months

Industry

Information Technology & Services

Job Location

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

Working Hours

09

Date posted

April 2, 2026

Valid through

16.10.2026

- Competitive compensation and benefits package.
- A chance to work with a forward-thinking company that values personal and professional growth.

Contacts

- **Prepare Your Resume and Cover Letter:** Update your resume to reflect your relevant qualifications and experiences. Write a tailored cover letter expressing your interest in the position and explaining why you would be a good fit for Tulip.
- **Visit the Tulip Careers Page:** Go to Tulip's official website and navigate to the "Careers" or "Jobs" section. You can usually find this in the website's header or footer.
- **Search for the Position:** Use the website's search or navigation features to find the specific job posting for the "Internship Program Coordinator" position.
- **Read the Job Description:** Thoroughly review the job description to ensure it aligns with your skills and career goals. Pay attention to any specific application requirements or instructions.
- **Online Application:** Typically, you'll find an "Apply Now" or "Submit Your Application" button on the job posting. Click on this button to start the online application process.
- **Create an Account or Log In:** Many companies require you to create an account on their careers portal. If you've applied to Tulip before, you may need to log in with your existing credentials.
- **Complete the Application Form:** Fill out the online application form, which usually includes fields for personal information, education, work experience, and the upload option for your resume and cover letter.
- **Attach Your Resume and Cover Letter:** Upload your resume and cover letter as instructed. Ensure that your documents are in a common format like PDF or Word.
- **Submit Your Application:** After you've filled out the application form and attached your documents, review the information for accuracy, and then click the "Submit" or "Apply" button.
- **Confirmation and Follow-Up:** You should receive a confirmation that your application has been successfully submitted. Additionally, you might receive an email confirming your application. Make note of any reference number or contact information provided.
- **Wait for a Response:** After submitting your application, be patient and wait for a response. If you meet the qualifications, the company may contact you for further steps, such as interviews.
- **Prepare for Interviews:** If you are selected for an interview, take the time to prepare. Research the company, practice answering common interview questions, and be ready to discuss your qualifications and experiences in more detail.