



MindSight Mentors

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Mission: Providing every child with the tools to find their spark.

Position: Technical Project Manager Intern

Location: Everett Washington / Hybrid / Remote

Duration: 12 Months

Type: Internship

Compensation: Unpaid

About Us:

Mindsight Mentors is a Global Youth mentoring organization, a central hub where Mentors and Mentees converge to share wisdom, knowledge, education, career and life experience.

Our mission: Providing every child with the tools to find their spark.

Position Overview:

We are seeking a highly motivated and organized Technical Project Manager Intern to join our team for a one-year internship. This role is perfect for individuals interested in gaining hands-on experience in project management within a technical environment. You will work closely with cross-functional teams, including developers, designers, and stakeholders, to assist in planning, executing, and delivering projects on time and within scope.

Key Responsibilities:

- Assist in planning, organizing, and managing project tasks and deliverables.
- Collaborate with cross-functional teams to ensure project objectives are met.
- Support the development of project timelines, schedules, and resource allocation.
- Monitor project progress and provide regular updates to stakeholders.
- Assist in identifying and mitigating project risks and issues.
- Help coordinate team meetings, including preparing agendas and taking meeting minutes.
- Contribute to the development of project documentation, including status reports and project plans.
- Support the implementation of project management tools and best practices.
- Assist in the testing and quality assurance of project deliverables.
- Aid in managing project budgets and ensuring resource availability and allocation.
- Track project performance and suggest improvements for future projects.
- Collaborate with the project team to ensure adherence to company policies and procedures.
- Communicate effectively with internal and external stakeholders to maintain project alignment.

Qualifications:

Currently pursuing or recently completed a degree in Project Management, Business Administration, Information Technology, Computer Science, or a related field.

- Basic understanding of project management principles and methodologies (e.g., Agile, Scrum, Waterfall).
- Strong organizational skills with attention to detail.
- Excellent communication skills, both written and verbal.
- Ability to multitask and manage time effectively in a fast-paced environment.
- Proficiency in project management software (e.g., Microsoft Project, Asana, Jira, Trello) is a plus.
- Analytical mindset with strong problem-solving skills.
- Ability to work independently and as part of a team.

Preferred Qualifications:

- Familiarity with software development lifecycle (SDLC) and technical environments.
- Experience in using data analysis tools (e.g., Excel, Power BI).
- Knowledge of risk management and quality assurance processes.
- Previous experience in project coordination or team leadership roles.

What We Offer:

- Real-world experience in managing technical projects from start to finish.
- Mentorship from experienced project managers and technical leads.
- Opportunity to work on meaningful projects that impact the organization.
- Access to professional development and training resources.
- A collaborative and supportive work environment.

Application Process:

- To apply, please submit your resume, a brief cover letter explaining your interest in Project Management, and any relevant coursework or projects to support@mindsightmentors.org

Deadline to Apply: September 15th, 2024

Start Date: October 1st (Flexible based on availability)

Equal Opportunity Employer:

Mindsight Mentors is an equal opportunity employer committed to creating an inclusive environment for all employees and celebrating diversity.