Intern Coordinator

Project Title	Intern Coordinator
Project Summary	Under supervision of the DOE Federal Employee Mentors, the Internship Coordinator will use independent analysis and judgement to coordinate and supervise the work of DOE's virtual interns.
Country	United States

Project Description

- Provide leadership in the development and implementation of a viable internship program
- Facilitate Powerpedia content inters learning by scheduling the weekly 30 minute training meetings
- Send out reminders to submit the Weekly report
- Scheduling your reminder emails (https://support.google.com/mail/answer/9214606?co=GENIE.Platform%3DDesktop&hl=en) - Gmail
- Collect articles created by interns and post on the Weekly report article
- Follow up with interns who have not submitted their article by the deadline
- Raise awareness to the Internship POC of any missing submissions
- Select the "Article of the week" based on the Criteria
- Serve as Data migration manager
- Gather intern recommendations and other feedback
- Maintain awareness of academic year limitations and issues (vacations, exam weeks, etc.)
- Assess the effectiveness of internship programs
- Coordinate and assist other Federal Employee Mentors with various other activities throughout year

Required Skills or Interests

Skill(s)
Cultural diplomacy
Survey / polling design

Additional Information

Powerpedia is a non-public, employee created encyclopedia of information about the Department of Energy (DOE). It uses the same technology that powers Wikipedia (Mediawiki) and can be accessed and edited by any DOE employee or contractor. Powerpedia's mission is to help employees share information on topics while improving communication and coordination between DOE organizations. It is solely for authorized internal use by Department of Energy employees and contractors working at DOE headquarters and field sites.

Any DOE employee or contractor working in DOE headquarters or at a DOE field site can view and search the Powerpedia wiki. This project is partly inspired by Intellipedia, a Wikipedia-like intelligence database.

Language Requirements

None