



<https://www.internshipcanada.online/job/kenvue-internship/>

Kenvue Internships 2023 / 2023 New Hiring

Description

Kenvue is seeking a motivated and detail-oriented Internship Program Coordinator to oversee the planning, implementation, and management of our internship initiatives. This role requires a proactive individual with exceptional organizational skills, a passion for fostering talent, and a commitment to creating impactful learning experiences.

Responsibilities

- Collaborate with department heads to identify internship opportunities aligned with the company's goals and objectives.
- Develop and manage internship programs tailored to meet the needs of both the interns and the company, ensuring a valuable learning experience.
- Coordinate the recruitment, selection, and onboarding processes for interns, including advertising positions, reviewing applications, and conducting interviews.
- Serve as a point of contact for interns, providing guidance, support, and mentorship throughout their internship tenure.
- Plan and execute training sessions, workshops, and networking events to enhance the interns' skill sets and professional development.
- Evaluate the effectiveness of the internship programs through feedback mechanisms and data analysis, making necessary improvements for continuous enhancement.
- Collaborate with various teams to create meaningful projects and assignments for interns that contribute to the company's objectives.

Qualifications

- Bachelor's degree in [relevant field]; Master's degree preferred.
- Proven experience in program coordination, preferably in an educational or corporate setting.
- Strong organizational and time-management skills with the ability to manage multiple projects simultaneously.
- Excellent communication and interpersonal abilities, with the capacity to engage and motivate individuals from diverse backgrounds.
- Demonstrated passion for mentoring and developing young talent.
- Proficiency in Microsoft Office Suite and experience with internship management software is a plus.

Job Benefits

- Opportunity to make a meaningful impact on the growth and development of emerging professionals.
- Exposure to a dynamic and innovative work environment.
- Competitive compensation package.
- Potential for professional growth within the organization.

Contacts

Hiring organization

Kenvue

Employment Type

Intern

Duration of employment

3 Months

Industry

Retail

Job Location

Guelph, Ontario, Canada, N1,
Guelph, Ontario, Canada

Working Hours

09

Date posted

March 30, 2024

Valid through

22.11.2026

1. **Resume/CV:** Prepare an updated resume or curriculum vitae (CV) that highlights your relevant experience, qualifications, and skills related to program coordination, mentorship, and educational background.
2. **Cover Letter:** Draft a compelling cover letter that introduces yourself, explains your interest in the position, and outlines how your skills and experiences align with the responsibilities of the Internship Program Coordinator role at Kenvue.
3. **Submission:** Send an email to JSmith@kenvue.com with the subject line: "Application for Internship Program Coordinator Position – [Your Full Name]."
4. **Attachments:** Attach your resume/CV and cover letter to the email as PDF or Word documents.
5. **Include Key Information:** In the body of the email, include essential details such as your contact information, availability for interviews, and any additional relevant information you believe would support your application.
6. **Application Deadline:** Ensure that your application is submitted before the specified deadline, if any.
7. **Follow-Up:** Feel free to follow up on your application after a reasonable period if you haven't received a response. A polite and brief email or phone call can demonstrate your continued interest in the position.