



The Association for Trauma Outreach & Prevention (ATOP)
185 East 85th Street, Mezzanine #4
New York, NY 10028

Intern Coordinator Listing

Full Job Description

Mission:

At *Meaningfulworld*, the ultimate goal is to prepare a generation of conscientious individuals who are guided by love, peace, passion, and meaning. *Meaningfulworld* is dedicated to fostering a meaningful, peaceful, and just world in which every individual enjoys physical, mental, social, economic, and spiritual health. A sense of meaning, peace, and justice, although unique to each individual, is achieved through a transformation journey that integrates knowledge and experience with sense of responsibility and reflection. We have monthly clinical workshop, annual humanitarian missions, and are accredited at the United Nations.

Intern Coordinator: The ATOP Meaningfulworld Intern Coordinator is responsible for:

Supervising and helping mentor a diverse group of students and recent graduates working for the organization at the United Nations, in outreach and in research.

Attending internship fairs, updating job postings and conducting interviews to bring in new interns to the organization.

Overseeing a variety of outreach and development projects, in collaboration with senior team and independently.

Applicants with previous experience in non-profit development, research and/ or program coordination, or those with supervisory and mentoring experience strongly encouraged to apply!

Monthly tele-conference are mandatory, first Monday of the month, evening. Monthly workshops on the last Saturday of each month are mandatory (\$30 fee). Time commitment: 12 months-2 years, 5-7 hours per week.

Kindly send your resume, statement of purpose, 3 goals consistent with our mission, and names & contact of 2 references. Kindly send all documents in one email to info@meaningfulworld.com

For more information about our organization, please visit www.meaningfulworld.com