

https://www.internshipswired.online/job/momentum-internships/

# Momentum Internships 2025 | 2026 Apply Now

# **Description**

We are seeking a highly motivated and organized Internship Program Coordinator to join our team at Momentum. As the Internship Program Coordinator, you will play a pivotal role in orchestrating and managing internship programs for students and young professionals. You'll work closely with both interns and partner organizations to ensure a seamless and enriching experience for all parties involved.

# Responsibilities

- Collaborate with educational institutions, companies, and organizations to develop and maintain partnerships for internship placements.
- Coordinate the entire internship lifecycle, including recruitment, onboarding, orientation, and ongoing support for interns.
- Act as a liaison between interns and host companies, addressing concerns, providing guidance, and ensuring a positive experience throughout the internship period.
- Develop and execute strategies to enhance the internship program's quality, including feedback collection, evaluation, and improvement initiatives.
- Organize workshops, seminars, and networking events to supplement interns' learning and professional development.
- Maintain accurate records, documentation, and reports related to internship placements and program effectiveness.

# Qualifications

- Bachelor's degree in a relevant field (Human Resources, Business Administration, Education, etc.).
- Proven experience in program coordination, preferably in an educational or internship-related capacity.
- Strong organizational skills with excellent attention to detail and the ability to multitask effectively.
- Exceptional communication and interpersonal skills to interact professionally with interns, partner organizations, and stakeholders.
- Ability to work independently and collaboratively within a team, demonstrating adaptability and problem-solving skills.
- Passion for fostering learning and development opportunities for emerging talent.

#### Job Benefits

- Competitive Compensation: Momentum offers a competitive salary package commensurate with industry standards and experience level.
- Learning and Development Opportunities: Access to various learning resources, workshops, and professional development programs to enhance skills and career growth.
- Flexible Work Arrangements: Options for flexible work hours or remote work arrangements, promoting work-life balance and accommodating individual needs.

# Hiring organization

Momentum

# **Employment Type**

Intern

# **Duration of employment**

3 Months

#### Industry

Financial Services

#### **Job Location**

Centurion, Gauteng, South Africa, 0046, Centurion, Gauteng, South Africa

# **Working Hours**

09

#### **Date posted**

October 17, 2025

#### Valid through

04.12.2026

- Health and Wellness: Comprehensive health insurance coverage, wellness programs, and gym membership discounts to support employees' physical and mental well-being.
- Paid Time Off: Generous vacation days, holidays, and personal time off to recharge and maintain a healthy work-life harmony.
- Professional Networking: Opportunities to build a robust professional network through company events, industry conferences, and networking sessions.
- Employee Assistance Programs (EAP): Access to counseling, mental health support, and resources for personal and professional challenges.
- **Team Building Activities:** Regular team-building activities, outings, and events fostering a positive and collaborative work culture.
- Performance Recognition: Recognition programs to acknowledge and reward outstanding contributions and achievements.
- Career Advancement: Opportunities for career advancement, mentorship, and internal promotions based on performance and skills development.

### **Contacts**

To apply for a position at Momentum Internships, follow these steps:

- Visit the Company Website: Go to the Momentum Internships website to explore available job openings and learn more about the company culture and values.
- **Review Job Postings:** Look through the list of available positions to find the role that aligns with your skills, experience, and career goals.
- Prepare Your Application Materials: Update your resume/CV, and gather any other necessary documents such as a cover letter, portfolio, or references.
- **Complete Online Application:** Most likely, Momentum Internships will have an online application portal. Submit your application through the company's official website or the designated application platform.
- Customize Your Application: Tailor your application materials to highlight relevant experiences and skills that match the requirements outlined in the iob description.
- Double-Check for Accuracy: Review your application materials thoroughly to ensure accuracy, correct spelling, and proper formatting before submission.
- **Submit Your Application:** Once your application is complete and you've reviewed everything, submit it through the company's application system.
- Follow-Up: Consider sending a follow-up email or message after submitting your application to express your interest and reaffirm your qualifications for the position.
- Prepare for Interviews: If selected, be prepared for interviews. Research
  the company, practice common interview questions, and be ready to
  discuss your experiences and how they align with the role.
- Stay Updated: Check your email or the company's communication channels regularly for updates on your application status.