

# Job Description



*Sponsors for Educational Opportunity (SEO) is a nonprofit organization that began as a college prep program for underprivileged New York City youth in 1963. In 1980, we expanded to offer underrepresented students of color professional development opportunities. Since 1980, SEO Career has selected, trained, and placed over 4,000 interns in paid summer internships.*

*SEO Career is a professional development and internship program targeting talented Black, Hispanic, and Native American undergrads and pre-law school candidates. We provide the Education, Development, Growth and Experience needed to gain a competitive advantage and launch your career.*

## SEO Career Program Manager (Investment Banking/Finance)

An SEO Career Program Manager Role offers investment banking professionals the opportunity to leverage industry experience to lead and manage mission-critical projects in a top-tier, entrepreneurial non-profit organization. The ideal candidate will be a team player with a background in business/banking/finance who can take a leadership role in assigned areas and is skilled at interacting with various constituents.

### High-Impact Work Experience

- Mission-critical projects with a clearly defined scope serving SEO interns
- Opportunity to develop and implement strategic initiatives
- Design training curriculum and summer events
- Impact the professional careers of talented underrepresented minority college students
- Leverage Excel capabilities to manage intern information and analyze strategic decisions

### Leadership Development

- Supervision and development by an experienced leader
- Coaching and professional development training
- Interaction with a diverse cohort of peers and interns
- Collaborate with SEO partner companies
- Host program-specific recruiting/enrichment events

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### Required Qualifications

- At least two years of professional work experience in investment banking
- Experience with Excel
- Ability to take initiative and drive results
- Commitment to SEO's mission and values
- Coordinate, develop, and implement SEO Career activities, programming, special projects and assignments

### Preferred Qualifications

- Experience in an Investment Bank
- Exceptional communication skills
- Track record of success in academic and professional setting
- Ability to communicate effectively with students, colleagues, clients, alumni, and senior staff members

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### Apply Now:

SEO is a nonprofit that offers a competitive salary and benefits package commensurate with experience. To apply, please email cover letter and resume with salary history to:

Albert Cruz

Director, SEO Career

[acruz@seo-usa.org](mailto:acruz@seo-usa.org)

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