



Future Focused Education Position Description

Job Title: X3 Internship Manager
Status: Full-Time
Location: Albuquerque, NM

Future Focused Education:

Future Focused Education (FFE) is a New Mexico nonprofit working to create healthier, more prosperous communities by expanding access to high-quality education and career opportunities for young people.

Through our X3 paid internship program, we partner with schools, employers, and community organizations to help young people build confidence, explore careers, develop professional skills, and strengthen the relationships that support their future success. We're looking for an X3 Internship Manager to help grow and support these opportunities.

Position Summary:

This position is ideal for someone who enjoys building relationships, values mentorship, supports young people, and works across education and workforce development. You'll partner with employers, schools, and community organizations to create meaningful paid internship experiences while helping interns navigate their transition into adulthood.

The X3 Internship Manager serves as a key connector between students, employers, schools, and the X3 team.

Essential Duties and Responsibilities:

- Build and Support Employer Partnerships
- Recruit and develop internship host sites in the “care economy” (healthcare and behavioral health), and to a lesser degree, other industries
- Guide employers through onboarding, orientation, and internship implementation
- Maintain strong relationships through regular communication and problem-solving
- Represent X3 at community and industry events
- Support Intern Success
- Coach a small caseload of 2–5 interns
- Conduct regular check-ins and help interns achieve key program milestones
- Support intern onboarding, orientation, and special events

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- Help address challenges and celebrate successes throughout the internship experience
- Manage Program Operations
- Supervise and support a part-time X3 Coach
- Collaborate with schools to recruit, match, and support interns
- Maintain accurate program data in Salesforce
- Support program evaluation and continuous improvement efforts
- Assist with group internship projects and special initiatives as needed

What We're Looking For

Experience

- 3–5 years of experience in education, workforce development, youth development, social work, mentoring, or a related field
- Experience working directly with adolescents and young adults
- Experience building relationships with community partners, employers, or external stakeholders
- Experience facilitating groups, trainings, or workshops
- 1-2 years of supervisory experience is preferred
- A degree in a related field preferred

Skills

- Strong relationship-building and communication skills
- Excellent organization, project management, and follow-through
- Ability to manage multiple priorities and solve problems collaboratively
- Willingness to learn about new sectors and industries - prioritizing the care economy - to support employer partner retention
- Openness and desire to lean in with curiosity when complex challenges arise
- Commitment to equity and working effectively with diverse communities
- Proficiency with Google Workspace; Salesforce experience is a plus
- Spanish language skills are a plus

The descriptors above are illustrative only of the tasks performed by this position and is not all-inclusive.

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Work Environment:

Work is performed in a variety of school and office space settings. Willingness to travel within city limits and reliable transportation is required. Evening and weekend work may be required at times.

How to Apply:

For consideration, applicant must submit a cover letter, resume, and three references to: Rebecca Belletto, Director of X3 Internships, info@futurefocusededucation.org

Qualified candidates will be contacted for an interview.

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