



2026 Youth Overseas Internship Program Internship Position Description Form

Part A. Organization Information

(To be completed once per organization)

1. Organization Name:

Impact Hub New York Metropolitan Area

2. Organization Overview:

Impact Hub New York Metropolitan Area is a nonprofit organization that connects, curates, and advances our regions social innovation community. We provide events, programs, conferences and research aligned to help impactful ideas take off. Our themes include global connection and inclusion, in addition to broadly supporting the 2030 Sustainable Development Goals.

3. Department / Division (if applicable):

Type of Organization: Private Company NGO Public Sector
 Research Institute Other: Private Company x NGO

4. Industry / Field:

- Manufacturing
- Transportation and storage
- Accommodation and food service activities
- Information and communication
- Financial and insurance activities
- Professional, scientific and technical activities
- Administrative and support service activities
- Public administration and defense; compulsory social security
- Education
- Human health and social work activities
- Arts, entertainment and recreation
- Other service activities

5. Website / Social Media:

<https://newyorkmetropolitanarea.impacthub.net/>



**6. Address / Location:**

417 5th Avenue, New York New York 10016

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Part B. Internship Position Information

*(Please complete one section per internship position.
If offering multiple positions, please duplicate this section as needed.)*

1. Internship Title & Vacancies

- **Official Internship Title:** Innovation Associate
- **Number of Openings:** 2

2. Internship Details

- **Duration (Start Date – End Date):** 2026/7/1-2026/9/30
- **Working Hours per Week:** 30
- **Type of Internship:** Project-based Rotational Research
 Administrative Other: _____

3. Key Responsibilities

- Associates will work with Impact Hub leadership to share their career aspirations and design a roadmap for their designated assignments,
- Engaging startups, conducting interviews and business diagnostics to understand business models and entrepreneur's needs,
- Manage and organize panel and networking sessions as part of our annual activities related to UNGA 81/Climate Week/Global Goals Week in New York,
- Create reports on all related areas of the work

4. Learning Objectives & Expected Outcomes

- Innovation Associates will learn deeply about New York business culture and the startup/innovation ecosystem. They will build a strong network in New York for their professional careers. Associates will learn how startups and accelerators in New York function, and will apply learnings to engage these demographics through their assigned projects. Associates will learn how to use management platforms, evaluate businesses, and the general startup process.

5. Supervisor/Mentor Information

- **Name / Title:** John-Paul Parmigiani / CEO & Co-Founder

6. Qualifications & Requirements

- **Required Skills / Languages:**
English (French or Mandarin are helpful)





- **Preferred Skills / Experience:**

- I. Excellent command of the English language
- II. Excellent communication skills
- III. Open minded and willing to deliberate competing ideas
- IV. Collaborate with others with diverse backgrounds
- V. Creative and out-of-the box thinking
- VI. Good understanding of using google suite of products
- VII. Constructive attitude
- VIII. BA or master's degree in social sciences, business, or other topics related to the innovation economy and sustainability

7. Compensation & Benefits

- **Salary / Allowance:** Unpaid
- **Accommodation / Transportation / Meals Provided :** No

