



Project Accelerate Internship Host Packet

**girls
inc.**

of Greater Philadelphia
& Southern New Jersey



Become an Internship Sponsor!

Mission of Project Accelerate

To speed the entry of young women, especially women of color, into positions of influence and leadership in meaningful careers; advance young women's educational attainment and skills development; and support change toward equity in the workplace.

Objectives of Internship Program

- Provide young women with relevant, paid work experience in their field of interest
- Introduce young women to positive adult role models in a supportive and educational work environment
- Help young women formalize a post-secondary plan for college or careers

Who are the interns?

Students ages 16-25 from the Greater Philadelphia region who are active participants in our Eureka! or Ambassador Club programs, or Girls Inc. alumnae. **Eureka!** includes exploration of science, math, technology, careers, sports, and personal development. **Ambassador Club** builds up leadership skills, exposes students to professional development opportunities and community action projects. Both programs support participants with post-secondary planning help.

What does an internship sponsor do?

- Provides interns with relevant work experience at the job site, remotely, or a combination of both
- Provides a supportive, structured, and educational work environment and allow interns to shadow sponsors' work
- Models appropriate behavior and provide mentoring and professional development opportunities

Dates and hours of the program:

- July 8th - August 2nd
- Monday - Thursday
- 16 hours per week, 64 hours total

I don't have an internship position available, how can I stay involved?

- You can support the program by sending a donation which can be applied to the cost of an internship
- You can be part of our job shadowing program during the summer
- You can host a career exploration event

For more information please contact:

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Partnership Manager
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Frequently Asked Questions

Are internships paid?

Yes. Interns are paid \$14.25 per hour. If intern sponsors prefer Girls Inc. to manage payment, a lump sum donation for the exact amount of pay can be made to Girls Inc. and we will pay the intern(s) and handle any other required paperwork. Funding and/or grants may be available to cover the cost of the internships.

What training and skills do the interns have?

Prior to starting her internship, each intern participates in career readiness programming covering professionalism, business etiquette, written, verbal, and non-verbal communication, and time management. Additionally, most interns have a basic understanding of Microsoft Office programs, PC, and Mac computers. Some interns may have specific experience, for example with HTML or graphic design software. For internships that require a more skilled intern, we select a student who has the ability to learn the skills quickly.

What type of work is appropriate for the interns?

Interns should be given a variety of responsibilities as well as the opportunity to ask questions. It is important for interns to have the chance to experience the work in a hands-on way via varied tasks. Shadowing staff, completing small projects, computer work, and attending meetings can all be part of the intern's experience. Our interns are trained on workplace ethics and are expected to exhibit a high level of maturity on the job.

Is the intern's work schedule flexible?

Yes. Interns can work Monday through Thursday; hours can be determined by the intern and internship host. Internships occur through July and August, for a minimum of 64 hours. Hours can be adjusted slightly to fit the schedule of each workplace, but the days are firm - interns participate in other Girls Inc. activities on Fridays. Internships may be extended if desired, or you may choose to offer an after school or weekend work opportunity.

What support or assistance is offered by Girls Inc. during the summer?

Girls Inc. provides an internship sponsor orientation before internships start. The Girls Inc. internship coordinator will go over what to expect and answer sponsors' questions. This is also an opportunity for old and new sponsors to meet and share best practices and ideas on how to make the internship successful for everyone. The internship coordinator is available by phone or email Monday - Friday to answer any questions and help with concerns or challenges if they arise. The coordinator will also check in on a bi-weekly basis with each internship site. Our job is to make sure the internship is a positive experience for everyone involved.

Can internships be virtual?

Yes, internships can be virtual, in-person, or a hybrid of both.

How many interns can I host?

We strive to place (2) interns per host site.



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Internship Memorandum of Understanding

This is a Memorandum of Understanding and agreement between Girls Inc. of Greater Philadelphia & Southern New Jersey and the following partner:

(Company/Organization Name)

Internship Sponsor Site Address:

Primary Internship Supervisor Contact Name and Job Title:

Email/Phone:

Alternate Internship Supervisor Contact Name:

Email/Phone:

The Internship Supervisor shall:

- Be a supportive mentor and positive role model with high expectations of the intern. Internship shall run from 7/8/24 - 8/2/24 Monday-Thursday, for a total of 16 hours per week, scheduled between the hours of 9:00AM-5:00PM.
- Provide the intern with an environment that exposes them to the life of the business/organization in a way that is mutually supportive.
- Ensure a safe, healthy, and educational internship environment that includes daily supervision of the intern.
- Provide the intern with sufficient, realistic, and challenging assignments that facilitate learning and follow the internship program description and hours, as well as adequate materials and resources to enable them to complete these assignments.
- Inform the intern of rules regarding safety, code of conduct, dress code, and procedures at the site.
- Ensure that an alternate internship supervisor will be available for the times the primary internship supervisor is absent.
- Notify Girls Inc. staff immediately in the event of any issues or concerns.
- Prior to posting any photos, video, or other publications of the intern, the internship sponsor must receive approval from Girls Inc. of Greater Philadelphia & Southern New Jersey.
- Agree to pay the intern a wage of \$14.25 per hour or provide a tax-deductible donation of \$1,100 per intern to Girls Inc. of Greater Philadelphia & Southern New Jersey by May 31, 2024 to support the stipend for each intern at their site. Funding may be available if host is unable to pay the full amount. Site must take over paying intern for hours in excess of 64, and/or time worked beyond 4-week period.



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- Communicate to Girls Inc. staff feedback on the intern's growth and improvements while placed at the internship site.
- Grant permission to the intern to use photographs and/or video taken at place of employment as part of the intern's end-of-year portfolio.
- Participate in the Internship Sponsor Orientation. This will be an opportunity to learn about Project Accelerate internship program objectives, suggestions for intern supervision, rules regarding hours and expectations, and meet Girls Inc. staff.
- This agreement may be amended or modified at any time in writing by mutual consent of both parties. In addition, this agreement may be cancelled by either party with 14 days advance written notice, with the exception where cause for cancellation may include, but is not limited to, a material and significant breach of any of the provisions contained herein, when it may be cancelled upon delivery of written notice to the other party.

Girls Inc. of Greater Philadelphia & Southern New Jersey and its staff shall:

- Provide services to create a positive, rewarding experience for the intern and supervisor, and improve and/or eliminate difficulties arising from the internship experience.
- Be available to internship supervisors, providing enthusiasm and support to ensure a successful placement. Internship supervisors should alert staff to any issues that arise.
- Be responsible for confirming and communicating any changes to program hours with internship supervisor in writing. Internship supervisors and interns to solidify hours ahead of internship start date.
- Provide training for all interns, including workshops on communication, professional conduct, office skills, and workplace problem solving.
- Provide a sponsorship orientation to those providing direct supervision to youth, including the following:
 - a. Eureka! and Ambassador Club program objectives
 - b. Suggestions for intern supervision
 - c. Rules regarding hours and work expectations
 - d. The role of the Girls Inc. staff in relation to supporting interns and internship sponsors
- Conduct virtual/in-person internship site check-ins bi-weekly.
- Conduct weekly professional development workshops with interns on Fridays over the duration of the internship.
- Collect evaluations of the internship site by interns upon completion of the program.
- Collect and relay feedback for interns from the internship sponsor upon completion of the program.
- Ensure interns receive their stipend upon completion of internship program.



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We are excited to enter into this partnership with you.

Thank you for your commitment to inspiring all young women to be strong, smart and bold!

SIGNATURE _____

(Internship Sponsor)

DATE _____

SIGNATURE _____

(Girls Inc. Associate Director of Programs & Advocacy)

DATE _____



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Internship Info & Job Description

Company name:

Internship Sponsor Site Address:

Primary Internship Supervisor Contact Name and Job Title:

Email/Phone:

Alternate Internship Supervisor Contact Name:

Email/Phone:

Job Description:

Preferred Skills:

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