



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, sports, career exploration, and post-secondary planning. **Ambassador Club** builds up leadership and advocacy skills, sets students up with professional development opportunities and community action projects, and supports them with post-secondary planning.

What does an internship host 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 hosts' and other mentors' work
- Models appropriate behavior and provides mentoring and professional development opportunities

Dates and hours of the program:

- 4 weeks throughout the month of July
- Monday - Thursday, 16 hours per week (hours per week can vary)
- 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 career exploration program during the summer
- You can host or lead a post-secondary readiness session

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 a minimum of \$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 job experience or skills. For internships that require a more skilled intern, we select a student who has the skills or the ability to learn them 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. Internships can be virtual, in-person, or a hybrid of both. 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 throughout July, 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. All interns and hosts must create a work calendar to share with Girls Inc. If intern sponsors need interns to work beyond 64 hours, payment must be made directly by internship site. No overtime, please.

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

Girls Inc. provides an internship host orientation before internships start. The Girls Inc. internship coordinator will go over what to expect and answer hosts' questions. This is also an opportunity for new and previous hosts 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!

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. The internship shall run from 7/7/25 - 7/31/25 Monday-Thursday, for a total of 64 hours, scheduled between the hours of 9AM and 5PM.
- Ensure a safe, healthy, and educational internship environment that includes daily supervision of the intern. Provide the intern with an environment that exposes them to the life of the business/organization in a way that is mutually supportive.
- Provide the intern with 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.
- 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 30, 2025 to support the stipend for each intern at their site. Funding may be available if host is unable to pay the full amount. Girls Inc. will no longer be involved with the internship beyond 7/31 after the intern has worked a maximum of 64 hours. If mentor and intern agree to extend the internship beyond 7/31 and 64 hours, paying the intern will be the sole responsibility of the internship site.
- Participate in the Internship Host Orientation. This will be an opportunity to learn about Project Accelerate objectives, suggestions for intern supervision, rules regarding hours and expectations, and meet Girls Inc. staff.
- Ensure that an alternate internship supervisor will be available when the primary internship supervisor is absent.
- Work with the intern to create and sign off on a work calendar for the intern prior to the start of the internship.
- Inform the intern of rules regarding safety, code of conduct, dress code, and procedures at the 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 presentation.



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- Communicate to Girls Inc. staff feedback on the intern's growth and improvements while placed at the internship site. 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.
- 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 an Internship Host 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. Chief Executive Officer)

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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