ERIE COUNTY COMMUNITY FOUNDATION

135 East Washington Row
Sandusky Ohio 44870

ErieFoundation.org
P 419 621 9690
F 419 621 8420

ERIE COUNTY COMMUNITY FOUNDATION
2019 COMMUNITY LINKS SUMMER INTERNSHIP PROGRAM

The Erie County Community Foundation's Summer Internship Program offers undergraduates, recent graduates, and graduate students the opportunity to intern for 10 weeks, **May/June through August 2019,** in an Erie County nonprofit organization or governmental agency. Organizations that have received Foundation grants will host the interns, who will be paid $10 per hour for 40 hours per week.

PROGRAM OBJECTIVES

- Offer undergraduates, graduate students, or recent graduates first-hand knowledge of the Erie County nonprofit community, its leadership, and organizations
- Provide meaningful career-related work experience
- Increase local organizations' capacity to conduct important short-term projects
- Stimulate interest in a career in the nonprofit or public sector
- Expose interns to a broad range of public sector endeavors

WHAT INTERNS CAN EXPECT

- **Clear goals:** Interns will receive a detailed description of the specific projects or activities they will be expected to accomplish during the internship period
- **Clear direction:** Each host organization will designate a senior staff member to supervise the intern's work
- **Summer Work Schedule:** Each intern will work the full 10 week period with no vacation or time off scheduled.

HOW INTERNS ARE CHOSEN

A selection committee comprised of several members of various Erie County organizations and private foundation members review applications and match interns and sites according to qualifications and interests of the interns and needs of the organizations.

QUALIFICATIONS

Applicants must meet the following qualifications:

- Be a college sophomore, junior, senior, or graduate student in Fall 2019, or a recent college graduate
- Have a declared major
- Exhibit interest in the nonprofit or public sectors
- Applicant must be a resident of Erie County, Ohio
- Must be able to pass a BCI background check
- Must have own transportation.
- Be available to complete the full term of the continuous 10 week internship with no vacation or time off.
- Any student serving as a Community Links Summer Intern in prior years is ineligible to apply for one year.

Other highly desirable qualifications include:

- A strong academic record **(a cumulative grade point average of 3.0 or above is recommended)**
- Strong verbal and written communications skills

APPLYING FOR THE INTERNSHIP PROGRAM

To apply for the Erie County Community Foundation's Community Links Internship Program, please complete the attached application form and include:

- Your resume with two letters of recommendation.
- The most recent transcript of your completed college (or graduate school) coursework.
- A typed (double-spaced) essay. Please discuss your interest in the nonprofit or public sector, why you are applying for the summer internship program, your previous work and volunteer experiences, college level awards and honors, and your plans for the future.

SUBMITTING YOUR APPLICATION

Send the application form and required information to:

Summer Internship Program
Erie County Community Foundation
135 East Washington Row – Suite A
Sandusky, OH 44870

You can also download the application form from the Erie County Community Foundation's website at www.eriefoundation.org and email your application to randyw@eriefoundation.org. Please do not fax application materials.

APPLICATION DEADLINES

All materials must be received by **Monday, February 11, 2019**. Finalists will be selected by the end of February and interns will be announced shortly thereafter. Individuals will be notified by phone if selected for an interview.

ERIE COUNTY COMMUNITY FOUNDATION
SUMMER INTERNSHIP PROGRAM
2019 APPLICATION

Please type or print using blue or black ink.

Name: _____
First Middle Last

Current Address: _____
Street City State Zip

Telephone: _____ Cell Phone: _____

Permanent Address: _____
(if different from above) Street City State Zip

Name of High School _____ Year Graduated: _____

E-mail Address: _____ Declared Major: _____

College or University: _____

Current Class Standing as of Fall 2019 (check one)

☐ **Sophomore** ☐ **Junior** ☐ **Senior** ☐ **Recent Graduate** ☐ **Graduate Student**

Expected date of Graduation: _____ Cumulative GPA: _____

AREAS OF INTEREST (Check all that apply):

☐ **Arts & Culture** ☐ **Education** ☐ **Economic Development** ☐ **Neighborhood & Housing** ☐ **Environment**

☐ **Health** ☐ **Human Services** ☐ **Social Work** ☐ **Other** _____

Have you been convicted of a misdemeanor involving theft, misrepresentation or moral turpitude or of any felony? If so, provide date, place of conviction, and type of crime.

_____

IMPORTANT
PLEASE READ BEFORE SIGNING

My signature constitutes my certification that my responses are true and complete and that I have read and understood this paragraph. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for contacting references and obtaining verification of information provided. A copy of this form shall serve as my authorization to release information and records and I have included my resume and a copy of my college transcripts with this application. I understand that the Erie County Community Foundation wishes to promote the success of this program and I therefore authorize the publication of my photographs.

_____ Date: _____
Signature