

Invest in Your Future This Summer!

YouthForce NOLA Internship

OVERVIEW

YouthForce Internship (YFI) is a paid work-based learning and career exploration experience for rising high school seniors. We focus on careers in four high-wage, high-demand industry clusters:

- **Business Services** – accounting, business operations, and entrepreneurship
- **Digital Media/IT** – IT, coding, graphic design, and software development
- **Health Sciences** – biosciences, healthcare, hospitals, labs, clinics
- **Skilled Crafts** – construction, architecture, green infrastructure, engineering, and manufacturing

PHASE 1: TRAINING (MAY 29 - JUNE 20)



Interns will receive training on soft skills and work readiness skills, including...

Resume Writing • Interview Skills • Personal Mindset • Collaboration • Planning for Success • Problem Solving • Workplace Communication • Social Awareness

PHASE 2: INTERNSHIPS (JUNE 24 - JULY 26)



Each intern will be partnered with a local business or organization for a 90-hour internship. Interns will work on tasks and projects developed by their company. The internship will end with a Capstone Presentation, giving interns a chance to present what they've learned and their final deliverables to leaders at their internship company.

COMPENSATION & EXPECTATIONS



If interns complete all program requirements, they will receive **\$2,100 tax-free** in three stipends throughout the summer. Interns are not paid hourly. They receive each stipend once they complete all pre-set assignments for that stipend. During the program, interns are expected to check email daily, dress professionally, complete all required assignments, and (most importantly) be open to growth!

Eligibility Requirements

- Current junior (Class of 2025)
- Has an Orleans Parish address
- Enrolled in a open-enrollment, public high school in New Orleans
- Able to attend every day of training (M-Th, 8:30 AM- 1 PM) and work 20 hours/week during their internship

Interested?

Scan this QR code to sign our interest form!



Frequently Asked Questions

Q: What makes YouthForce Internship a unique opportunity for students?

A: There are many great reasons why YFI is an amazing opportunity for young people:

- Training before internships to ensure students are prepared to navigate the work world
- Opportunities to network with leaders from a variety of industries across the city
- Coaching support throughout the experience
- Gain experience in a professional workplace
- Opportunity to develop a mentorship relationship with an adult and earn a letter of recommendation for college and/or additional job opportunities

Q: How can students request more information and/or apply?

A: If a student is ready to apply now, go to: apply.youthforcenola.org to start the application! The application window is from January 16 – March 13, 2024.

If they are interested, but want more information before they apply, go to bit.ly/YFinterest to sign our interest form! Make sure to select “YouthForce Internship” at the end of the survey. Once they complete the interest form, we’ll keep them up to date on our recruitment sessions and application support sessions. At these sessions, we’ll make sure they have the information they need to decide whether to apply and the support they need to complete an awesome application.

Q: If the intern already has a part-time job, can they also participate in YFI?

A: Yes! It is possible for YouthForce interns to still maintain an additional part-time job. However, we recommend that any intern who holds an additional part-time job have a conversation with their boss to let them know they are participating in this program, and provide their supervisor their internship schedule. **YFI training dates are not negotiable**, so students will need to schedule additional part-time work around these dates. We recommend participants limit their additional job to Friday weekend hours only, since they will have YFI from Monday to Thursday.

Q: If the intern has to attend summer school, can they also participate in YFI?

A: More than likely, the summer school schedule will interfere with the YFI training schedule, and the **YFI training dates are not negotiable**. We recommend that any intern who must attend summer school has a conversation with someone at their school to review both of the schedules to make sure they will be available for all YFI training dates. If not, we ask that the intern declines the offer to be a part of the YFI program or withdraws from the YFI program by sending us an email at internship@youthforcenola.org explaining why they won’t be able to participate.

Q: What type of support will the intern receive in this program?

A: Every intern is assigned a YouthForce coach who remains in close contact throughout the internship through regular check-ins over video and phone calls. The purpose of the check-ins are to ensure each intern enjoys their internship, feels valued and respected at their work site, and is supported through any challenges they may face. In addition, coaches facilitate the YFI training, support interns with their training assignments, and monitor intern progress to ensure the interns are receiving paychecks on time and are on track to complete their training and internship hour work requirements.

Q: What will the intern's schedule look like during their internship?

A: Schedules will vary, but most internship supervisors request that their interns work about 20 hours per week. The YouthForce Coaches will work with each student to determine the best internship schedule and then support interns in finalizing their schedule with their internship supervisor. It is the full responsibility of each intern to understand their own schedule and to inform their coach and their internship supervisor when they are unavailable to work. *Habitual changing of an internship schedule and absences, (without advance notice) will result in removal from the program.*

Q: How will the intern be compensated?

A: Interns can earn up to \$2,100, dispersed in three payments throughout the program in the form of tax-free financial awards. To receive their awards, interns must complete their required hours (mandatory training sessions and internship hours) and complete key program requirements (deliverables, check-ins with their coach, etc). Interns must also clock in and out of their internship via the When I Work app, and their hours must be approved by their coach and internship supervisor. Interns will be provided a pay schedule on their first day of training.

To receive any payments, **every intern must have a bank account in their own name** and enroll in direct deposit. Additional information and support is available as needed; please email internship@youthforcenola.org to request additional resources.

Q: What paperwork will students and parents/guardians need to submit?

A: Please see our YFI Paperwork Checklist on our ["Resources" website page](#).

Q: What happens at Intern + Parent/Guardian Orientation?

A: Orientation is a 1-hour session (in-person) that every intern and at least one parent/guardian of each intern must attend. During Orientation, the YouthForce Internship staff will provide key information about the program and enrollment requirements (paperwork, bank accounts, etc) and answer any questions that you may have about YFI.

Q: What should interns wear to training and their internship?

A: During training, students are required to wear business casual which includes:

- School or YouthForce NOLA polo shirt
- Dress shirt, collared shirt, polo shirt, knit shirt, or sweater
- Dress (no spaghetti straps or strapless dresses)
- Khakis, slacks, or skirts (no jeans or sweatpants)
- Close-toed shoes

During internships, employers will communicate the appropriate dress code in their offices on the first day. Interns must comply with the dress code outlined by their employer. If an alternate dress code is not given, students should continue to wear business casual.

Q: What do students do and learn about in training?

A: The training curriculum is designed to prepare all interns for their internship and the workplace in general through information sessions, workshops, interactive activities, guest speakers/panels, networking events, etc. Major training topics include: soft skills (problem solving, communication, collaboration, etc.), business etiquette (professional dress, handshakes, small talk, email etiquette, etc.), job-seeking skills (personal pitch, interview skills, company research, networking, LinkedIn, resumes), life literacies (financial literacy, scheduling, digital literacy), and industry exposure. Our ["Resources" website page](#) includes an overview of our training curriculum.

Q: How can a parent/guardian support an intern through this experience?

A: Parents/guardians should plan to attend orientation, help with enrollment paperwork, and support with setting up bank accounts for their child. Beyond this, the most impactful thing parents can do is check in with their child and ask them about their experiences. If you'd like to go above and beyond, it certainly doesn't hurt if you reinforce some of the key soft skills employers say are most important - stick to your schedule, show up on time, communicate professionally, and bring your best attitude to work. If you have any questions or concerns about the program or your student's internship, feel free to reach out to us at internship@youthforcenola.org or directly to their internship coach.

Q: What is the Closing Ceremony?

A: Closing Ceremony is the end of program celebration of YouthForce Interns! YFI staff, coaches, employers, interns, and their families come together for a special event to recognize the success of our amazing young people! The event will occur in late July, and your child will receive an e-invite to RSVP on behalf of themselves and their family closer to time for the event. We hope to see you there!

For more information, check us out online at youthforcenola.org!