



INTERNSHIP HOST FREQUENTLY ASKED QUESTIONS

Thank you for your interest in the Agents of Change Internship Program!

What is Agents of Change?

An innovative leadership development program that empowers a diverse group of high school students with leadership skills, mentorship, an internship, and resources to lead action projects in the community.

When do Interns Come to Work?

Interns will serve on Tuesday through Thursday afternoons in July (July 12 – 29) from 1pm-4pm with the option to extend for 35 hours per week in August through the 19th.

How much does it cost?

EnVision Leadership charges a \$200 fee per intern for screening, matching, coaching, and support throughout and prior to the month of July. The rate that you pay your intern is up to you. We recommend at least \$9/hour and expect to receive applications anywhere from minimum wage to as much as \$25/hour.

Can we offer an unpaid internship?

If you cannot afford to pay an intern, an unpaid internship is a possibility. However, by law we are required to ensure that this type of internship is educational for the student. We encourage you to offer compensation if at all possible to give interns a sense of monetary satisfaction, responsibility and empowerment. At the same time, we understand that this is not always easy.

What is the process for finding an intern?

- 1) *Apply* - Fill out an application which can be found on our website www.shareleadership.org
- 2) *Develop Role* - Work with EnVision Leadership to develop a role that is beneficial to both your organization and the student. This generally consists of a 30 minute conversation followed by a drafted role description provided by EnVision Leadership for your feedback.
- 3) *Interview* - Send a representative to the Leadership Training Institute on Tuesday morning, July 5 and meet other internship hosts. Interview prescreened candidates.
- 4) *Choose* - Indicate your preference for which intern you would like to hire. EnVision Leadership will make matches based on both host and intern preferences.
- 5) *Receive Support* - Throughout the month of July starting even before your intern begins, EnVision Leadership will be training interns for professional settings. If any issues come up for you, we are here to help.

What role might the intern serve?

The sky is the limit. We recommend a combination of projects to complete as well as ongoing background work to do. Here are a few suggested roles to stimulate your ideas:

- *Focus Group Launcher* - schedule meetings and coordinate agendas for focus groups
- *Survey Conductor* - given a contact database, conduct a survey and provide initial analysis of the data with graphs and charts
- *Newsletter Producer* - write a newsletter and coordinate with vendors to distribute
- *Marketing Consultant* - spice up your marketing materials with graphic design
- *Administrative Assistant* - answer phones, book appointments, special projects
- *Web Developer* - create a new section of your website, update old sections
- *Teacher* - Many high school students are great with younger children. They can also serve as excellent teachers for new employee orientation or other teaching roles.

EnVision Leadership

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