

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT - VIRA I. HEINZ ENDOWMENT

December 1, 2009

Dear Friend:

I am writing to announce The Heinz Endowments' annual summer youth philanthropy internship program for high school seniors. The Endowments is a regional foundation committed to efforts to develop effective solutions to critical social, educational, health, cultural and economic problems. Recognizing the need to closely understand how those issues affect local teens, the Endowments is again sponsoring a summer internship program for local high school seniors (Class of 2010 graduates) to work in Pittsburgh with our staff.

A diverse group of about 30 students is sought for this paid internship, which runs from mid-June to mid-August. Final dates will be determined by local school commencement schedules. The internship will provide opportunities for youth to:

- Work in teams to develop and implement philanthropy projects focusing on environmental issues.
- The interns will research issues, create funding guidelines and award funds to organizations working to improve the environment of our region. Last year, interns awarded \$175,000 to community organizations!
- Learn how to create media projects – including videos and podcasts – to spread their messages.
- Earn money while learning about the Pittsburgh area and current events that affect the region. In addition, interns will receive Port Authority Transit passes.
- Engage with community organizations, residents and leaders to understand how to be a force for positive change.

I will host two open house information sessions for potential applicants at the Endowments' offices at 625 Liberty Avenue, downtown, **from 4 to 5 p.m. on Thursday, Jan. 7, and Thursday, Feb. 4.** Students interested in attending should RSVP to Linda Hall at (412) 338-2615.

The Summer Youth Internship job description, application and reference form are attached. Please have the students submit their application packets by **Feb. 26.** You can call me at (412) 338-2637 or e-mail at wjones@heinz.org with any questions or concerns. For general information about the Endowments, an FAQ about the internship and an electronic copy of this application, please visit our Web site at www.heinz.org.

Sincerely,

Wayne

Wayne A. Jones
Program Officer

30th FLOOR – 625 LIBERTY AVENUE – PITTSBURGH, PA 15222-3115

PHONE (412) 281-5777 – FAX (412) 281-5788

The Heinz Endowments

2010 Summer Youth Internship

Job Description

Overview:

The Heinz Endowments is a regional foundation committed to efforts to develop effective solutions to critical social, educational, health, cultural and economic problems. Recognizing the need to closely understand how those issues affect local teens, the Endowments is again seeking a diverse group of high school seniors (class of 2010) to work with our staff as paid summer interns, awarding grants related to youth and the environment. The Endowments seeks students with an interest in community affairs.

The purpose of the program is to provide participants with a meaningful summer employment opportunity in which they will participate in the development of solutions to long-standing societal problems. In turn, the Endowments expects to benefit from this program by bringing the perspectives of community youth to our grantmaking.

Tasks and Responsibilities:

The interns will work to develop and implement a youth philanthropy project, which will include the awarding of monetary grants to local agencies working to serve their communities. The interns will research issues affecting local neighborhoods, identify service priorities, develop funding guidelines, solicit requests for funding and award funding. This year's program will again focus on opportunities related to the environment.

The interns will receive an overview of the Endowments' approach to philanthropy and areas of giving. The internships are located at the downtown offices of the Endowments or one of our partner agencies. Hours are 9 to 5 with an hour for lunch, resulting in a 35 hour work week. Interns are paid and provided with Port Authority transit passes for the duration of the internship.

Key Skills and Abilities:

- Ability to work effectively in a consensus-building group process with peers.
- Ability to work with diverse groups of people.
- Ability to interview, gather and report information.
- Strong reading and writing skills.
- Demonstrated leadership ability.
- Ability to respect confidential information.
- Enthusiasm and creativity.
- Confidence and self-motivation.

Information Sessions:

Applicants are encouraged to attend one of two open house information sessions to be held at the Endowments' offices on the 30th floor at 625 Liberty Avenue, downtown: **Thursday, January 7 from 4:00 – 5:00 pm** and **Thursday, February 4 from 4:00 – 5:00 pm**. Students interested in attending should call Linda Hall at (412) 338-2615 to reserve space. Attendance is recommended, but not required.

The Heinz Endowments 2010 Summer Youth Internship
For High School Students, Class of 2010
Application
Due: February 26, 2010

I. Applicant Information:

Name:

Mailing Address:

Street:

City:

State:

Zip:

Phone:

Email Address:

School:

GPA:

Post-Graduation Plans:

How Did You Hear About the Internship?

EXTRACURRICULAR ACTIVITIES AND PRIOR EMPLOYMENT: List any experience you have had in organizations or teams at school, church or in the community, including positions of leadership. Also please list past work experiences. (Or attach your resume.)

II. Essays & Writing Sample: Please answer these two questions.

1. What is the biggest challenge facing Pittsburgh? What would you do to address this?

2. Why are you interested in this internship? What would you hope to get out of it?

Writing Sample: Please attach a recent writing sample (no longer than three pages). Options for submission include, but are not limited, to the following: an essay, a creative writing piece or a personal statement.

III. Applicant Reference Form: Please have an adult who knows you well complete the confidential Applicant Reference Form and submit it separately. This could be a teacher, employment supervisor, or someone with whom you worked in school or an extracurricular activity. Please provide a name and telephone number for that person below.

Name of Reference:

Reference's telephone number:

Relationship to Applicant:

Send completed application by February 26, 2010:

By Mail:

**Wayne Jones
Program Officer
The Heinz Endowments
30th Floor
625 Liberty Avenue
Pittsburgh, PA 15222**

Electronic:

Click on the "submit" button, below

You will receive confirmation that your application has been received. Please retain a copy of your completed application as backup.