

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT - VIRA I. HEINZ ENDOWMENT

December 7, 2007

Dear Friend:

I am writing to announce The Heinz Endowments' annual summer 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 seeking diverse teams of current high school seniors who will graduate next year to work with our staff as summer interns in downtown Pittsburgh. These full-time interns will be paid and receive PAT transit passes.

This will mark the fourth summer that Endowments interns will develop and implement a youth-philanthropy project. The interns will research issues affecting local youth and their neighborhoods, identify service priorities, develop funding guidelines and solicit requests for funding. The internship will culminate with the awarding of charitable mini-grants to local agencies serving youth and their communities. This year's interns awarded more than \$150,000 in grants to programs that had positive impacts on youth in our community.

We intend to fill the positions with enthusiastic, dynamic and hard-working young people. We are looking for students who are interested in learning more about their community and the many social, cultural, educational, economic and environmental issues confronting the region.

This is a unique opportunity to learn about the role philanthropy plays in creating programs and partnerships that bring innovative solutions to complex problems. The Endowments' internship is an intensive program that runs about eight weeks, from mid-June through mid-August. The interns will have an opportunity to refine their public speaking, research, interview and project management skills – all-important abilities for any student pursuing post-secondary education. Interns will work in the offices of the Endowments or one of our partner agencies.

The Summer Youth Internship job description, application and reference form are attached. Please have the students submit their application packets by **Feb. 1**. 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 website at www.heinz.org.

Sincerely,

Wayne

Wayne A. Jones

Program Officer

Children, Youth & Families

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

PHONE 412 281-5777 – FAX 412 281-5788

2008 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 team of three or four high school seniors who will graduate in 2008 to work with our staff as paid summer interns. The Endowments seeks dedicated 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 grant making.

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 youth and their communities. The interns will research issues affecting local youth and their neighborhoods, identify service priorities, develop funding guidelines, solicit requests for funding and award funding.

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 a.m. to 5 p.m., with an hour for lunch, resulting in a 35-hour work week. Interns are provided with Port Authority transit passes for the duration of the internship. The internship is paid.

Key Skills and Abilities:

- Ability to work effectively in a consensus-building group process with peers.
- Ability to initiate conversations in unfamiliar situations and 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.
- Self-motivation.

An electronic copy of this application is available at www.heinz.org.

**The Heinz Endowments 2008 Summer Youth Internship
For High School Students, Class of 2008
Application
Due: February 1, 2008**

I. Applicant Information:

NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____ **PHONE:** _____

EMAIL ADDRESS: _____

SCHOOL: _____ **GPA:** _____

POST-GRADUATION PLANS: _____

HOW DID YOU HEAR ABOUT THE INTERNSHIP? _____

EXTRACURRICULAR ACTIVITIES: List any experience you have had in organizations or teams at school, church or in the community, including positions of leadership. (Or attach resume/separate page.)

EMPLOYMENT HISTORY: If applicable, most recent experience first or attach resume.

1) **Place:** _____

Title: _____ **Phone:** _____

Responsibilities: _____

Dates: _____

2) **Place:** _____

Title: _____ **Phone:** _____

Responsibilities: _____

Dates: _____

An electronic copy of this application is available at www.heinz.org.

II. Essays: On a separate page, please address these three questions. Answers should be brief: 150 - 200 words each.

1. What is one serious problem young people in your neighborhood face, and how would you propose solving it?
2. Describe a time you worked on a group project. What role do you like to take when working with a group? Do you prefer to work alone or in a group?
3. How have you been involved in a community (however you define "community")? How would those experiences help you uniquely contribute to this internship program?

III. Applicant Reference Form: Please have an adult who knows you well complete the attached confidential Applicant Reference Form and submit it separately. This could be a teacher or supervisor with whom you worked in school, in a community group or on a job.

Name of Reference: _____

Reference's telephone number: _____

Relationship to Applicant: _____

Send completed application by Feb. 1, 2008:

By Mail:

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

By Email:

wjones@heinz.org

You will receive confirmation that your application has been received by February 18. Please retain a copy of your completed application as backup.

An electronic copy of this application is available at www.heinz.org.

The Heinz Endowments 2008 Summer Internship Applicant Reference Form

Name of Applicant: _____ Name of Reference: _____

Relationship to Applicant: _____ Daytime Telephone Number for Reference: _____

Instructions: This reference form should be completed by an adult who knows the applicant well, such as a teacher, clergy, activity sponsor or employer. Past interns helped to develop the following list of skills and abilities that helped them succeed in the internship. Please rate the applicant (from a low of 1 to a high of 5) on each category below and provide supporting comments. Supporting comments are very helpful.
Please return this completed form directly to the Heinz Endowments by Feb. 1, 2008:

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

Or by email to wjones@heinz.org or fax to (412) 281-5788

Skill or Ability	Score					Supporting Comments
	LOW 1	2	3	4	HIGH 5	
Ability to work in diverse settings	LOW 1	2	3	4	HIGH 5	
Ability to work in teams	LOW 1	2	3	4	HIGH 5	
Analytical skills	LOW 1	2	3	4	HIGH 5	

**The Heinz Endowments 2006 Summer Internship
Applicant Reference Form**

Name of Applicant: _____

Name of Reference: _____

Skill or Ability	Score					Supporting Comments
	LOW 1	2	3	4	HIGH 5	
Aware of current events/social awareness	LOW 1	2	3	4	HIGH 5	
Communications skills	LOW 1	2	3	4	HIGH 5	
Community involvement	LOW 1	2	3	4	HIGH 5	
Diplomatic	LOW 1	2	3	4	HIGH 5	
Motivated/proactive	LOW 1	2	3	4	HIGH 5	
Planning/organization/time management	LOW 1	2	3	4	HIGH 5	