

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT - VIRA I. HEINZ ENDOWMENT

Jan. 8, 2009

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 supporting 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 high school seniors who will graduate in the class of 2009 to work with our staff as summer interns in downtown Pittsburgh.

Summer interns will work from mid-June to mid-August. This paid internship will provide opportunities for youth to:

- Work in teams to develop and implement philanthropy projects focusing on empowering youth in their communities.
- Research issues, create funding guidelines and award funds to organizations working to improve the environment of our region. Last year, interns awarded nearly \$200,000 to community organizations.
- Complete media projects such as podcasts, photography, newspapers, video and/or radio broadcasts to spread their messages about youth empowerment.
- 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 information sessions for potential applicants **from 4 to 5 p.m. Feb. 5 and Feb. 12 at the Endowments' office, 30th floor, 625 Liberty Avenue, downtown.** Students interested in attending should contact Linda Hall at (412) 338-2615. Space is limited.

The Summer Youth Internship job description, application and reference form are attached. Please have the students submit their application packets by **Feb. 27**. You can reach me at (412) 338-2637 or 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, 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

2009 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 will again organize teams of three or four high school seniors who will graduate in 2009 to work with our staff and partner agencies as paid summer interns, awarding grants related to youth and their communities. 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 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. Students will research issues affecting local 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 will be based at the downtown office of the Endowments or one of our partner agencies. Interns will be expected to work from 9 a.m. to 5 p.m. Monday through Friday, 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.

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.

Information Sessions:

Applicants are encouraged to attend one of two open-house information sessions, which will be conducted from 4 to 5 p.m. Feb. 5 and Feb. 12 at the Endowments' office, 30th floor, 625 Liberty Avenue, downtown. Students interested in attending should call Linda Hall at (412) 338-2615 to reserve space.

**The Heinz Endowments 2009 Summer Youth Internship
For High School Students, Class of 2009
Application
Due: Feb. 27, 2009**

I. Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

E-mail Address: _____

School: _____ GPA: _____

Post-Graduation Plans: _____

How Did You Hear About the Internship? _____

II. Please attach a resume or list documenting employment history and/or extracurricular involvement. Include experience you have had in organizations or teams at school, church or in the community, including positions of leadership.

III. Essays: On a separate page, please address these three questions. Essay answers should not exceed a total of two, single-spaced pages.

1. Evaluate a problem that is currently affecting Pittsburgh and offer a solution to solve it.
2. Leadership, teamwork, motivation and effective communication skills are important qualities for success in this internship. Which do you think is your strongest skill and why?
3. Please attach a recent writing sample that is no longer than three pages. Options include, but are not limited to, the following: an essay, a creative writing piece or a personal statement (such as one included in the college application process).

III. Letter of Recommendation: Please have an adult who knows you well submit a letter of recommendation using the attached form. This could be a teacher or supervisor with whom you worked in school, in a community group or on a job.

Name of Reference: _____ Telephone number: _____

Send completed application by Feb. 27, 2009:

By Mail:

Wayne Jones

Program Officer

The Heinz Endowments

30th Floor, 625 Liberty Avenue

Pittsburgh, PA 15222

By E-mail: wjones@heinz.org

You will receive confirmation that your application has been received. Please retain a copy of your completed application as backup. Please call with any questions: (412) 338-2637.

The Heinz Endowments 2009 Summer Internship Letter of Recommendation

Name of Applicant: _____

Name of Reference: _____

Relationship to Applicant: _____

Daytime Telephone Number for Reference: _____

Instructions: This reference should be completed by an adult who knows the applicant well, such as a teacher, clergy, activity sponsor or employer. Please compose a letter of recommendation that addresses the applicant's qualifications for this internship. Within the letter, please include your assessment of the following qualities:

- Leadership
- Ability to work in group settings
- Awareness of current events and social issues
- Communication skills
- Time management

Please mail this form and the letter directly to The Heinz Endowments by Feb. 27, 2009:

By Mail:

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

By E-mail: wjones@heinz.org