

THE HEINZ ENDOWMENTS

HOWARD HEINZ ENDOWMENT - VIRA I. HEINZ ENDOWMENT

November 1, 2012

Dear Friend:

I am writing to announce The Heinz Endowments' annual Summer Youth Philanthropy Internship Program for high school seniors. Would you please forward it to students who might be interested? Although the application is attached to this letter, I encourage applicants to submit their applications online at:

<https://docs.google.com/a/heinzinterns.org/spreadsheet/viewform?formkey=dHBXaHhQZTMyNGtIX3BibUlmX0lSdlE6MA>

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 30 students from the class of 2013 to work in Pittsburgh with our staff.

This is a paid internship, running from June 16 to Aug. 17, though 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 community issues.
- Research issues, create funding guidelines and award funds to organizations working to improve the environment of our region. Last year, interns awarded \$200,000 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.

The Summer Youth Internship job description, application and reference form are attached. **Applications are accepted and will be reviewed on a rolling basis, but are due by Feb. 4, 2013.** For general information about the Endowments, an FAQ about the internship and a link to the electronic copy of this application, please refer applicants to our website at www.heinz.org. You (or potential applicants) can call me at (412) 338-2637 or email at wjones@heinz.org with any questions or concerns.

Sincerely,

Wayne

Wayne A. Jones
Program Officer

The Heinz Endowments

2013 Summer Youth Philanthropy Internship

Job Description

Overview:

The Heinz Endowments' summer internship provides participants with an exciting summer employment opportunity in which they will identify and support solutions to problems facing our community. In turn, the Endowments expects to benefit from this program by bringing the perspectives of community youth to our grant making. The Endowments seeks students with an interest in community affairs, journalism and current events.

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 2013 – to work with our staff as paid summer interns.

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 students will research issues affecting local neighborhoods, identify service priorities, develop funding guidelines, solicit requests for funding and award grants. They will receive an overview of the Endowments' approach to philanthropy and areas of giving. In addition, the interns will work to complete media projects related to the issues that they choose to target.

Key Skills and Abilities:

- ❑ Ability to work effectively in diverse teams
- ❑ Enthusiasm and creativity
- ❑ Confidence and self-motivation
- ❑ Ability to interview, gather and report information
- ❑ Strong communication skills
- ❑ Demonstrated leadership ability
- ❑ Ability to respect confidential information

Logistics:

- ❑ This is a full-time summer job, tentatively scheduled from June 16 to Aug. 17, though final dates will be determined by local school commencement schedules.
- ❑ Interns are paid and provided with Port Authority transit passes for the duration of the internship.
- ❑ The internships are located at the Downtown offices of the Endowments or one of our partner agencies.

II. Essays: Please answer these two questions. Essay answers should not exceed a total of two, single-spaced pages.

1. What is a problem our region faces that you are concerned about? What would you do to fix it? Why do you think this is the best approach?
2. Why are you interested in this internship? What would you hope to get out of it? What skills and perspective would you specifically bring to the program?
3. 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. Essays used for college admissions are appropriate.
4. All interns complete radio broadcasts. In addition, interns complete a second media project during the summer. If accepted, which additional media form would you like to work in? *Past options have included video, animation, photography, print journalism and blogging, but we are open to suggestions. Please select your top two choices.
 - Video
 - Animation
 - Photography
 - Print Journalism (feature writing)
 - Blogging
 - Other: _____

III. Applicant Reference Form: Please have an adult who knows you well complete the attached confidential letter of recommendation 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 telephone number for that person.

Name of Reference: _____

Reference's telephone number: _____

Relationship to Applicant: _____

Send completed application by Feb. 4, 2013:

By Mail:

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

By Email:

wjones@heinz.org

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

The Heinz Endowments 2013 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 applicant's:

- Motivation, confidence and leadership ability
- Ability to work in group settings
- Awareness of current events and social issues
- Communication skills
- Time management
- Conflict management
- Ability to grow if provided with this opportunity

Please mail this form and the letter directly to The Heinz Endowments by Feb. 4, 2013:

**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