

Contact Information

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Summer 2007

Guidelines for Intern Coordinators

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Hiring Interns

All Everett Interns must meet the following qualifications:

- Have completed at least two semesters of college education.
- Be current undergraduate or graduate students attending a University in the United States, or have just graduated during the same year of the Internship. (Recipients of post-graduate fellowships are not eligible.)

Examples:

Graduated 2006- IS NOT eligible

Graduated Spring 2007- IS eligible

Grad student entering school fall 2007- IS eligible

- Be able to work full-time for the entire length of the 10-week Internship.
- Be able to start working between May 21st and June 11th 2007.
- Applicants may not serve as Everett Interns at the same organization more than once.
- Be able to attend the Internship Program's weekly events (for Interns in New York City and Washington, D.C. only).

Q: How should we prepare our Interns for their arrival?

A: We recommend that you send your Interns preliminary information about your organization as soon as they are hired. The Internship Program's weekly events serve to introduce the Interns to the cityscape and culture of New York City or Washington, DC. Interns in New York City and Washington, DC can find helpful information regarding affordable summer housing options, as well as a summer events calendar, at www.everettinternships.org.

Q: What do I do if the Intern we hired cancels at the last minute?

A: You should go back to your list of applicants and try to hire a replacement as soon as possible. You must inform the National Coordinator of the change and any updates along the way.

Q: Where can I find the Intern form, all the evaluation forms, and important deadline dates?

A: All forms, deadline dates, and related information are available on the Web site at www.everettinternships.org. You will receive email reminders when forms are due, but you should check the Web site regularly for changes and updates.

Q: Can Everett Interns be placed in any department within the organization?

A: In the past, we have found that Interns placed within Development, Communications, and, to some degree, Marketing Departments have been the least fulfilling experiences for our Interns. We therefore advise against assigning Everett Interns to these types of responsibilities, or to any projects that are highly clerical or administrative in nature. It is important to keep in mind that Edith Everett and the National Coordinator use the current year's Intern evaluations to decide which organizations will receive Everett Interns the following year.

Q: Can Everett Interns be placed somewhere other than our organization's headquarters?

A: In general we require Interns to be placed at your organization's headquarters office. Any plans to place Interns in another office must be submitted in writing to Samantha Saarion, National Coordinator, for approval by Edith Everett before your organization begins its hiring process.

Hiring Procedure:

Intern candidates apply directly to your organization. Applicants need to state specifically that they are applying for an Everett Internship position. You are responsible for carefully selecting Interns and making all pertinent arrangements with them.

Your organization arranges the starting and ending dates with each Intern, but Interns may start no earlier than May 21st and no later than June 11th. There is NO EXCEPTION to this guideline. It is advisable that all of your Interns' start dates coincide.

The employment period paid for by the Everett Internship Program is 10 weeks, but your organization may choose to retain your Interns and pay them for additional weeks of employment. Everett Internships and stipends are available for the summer only.

Before hiring, organizations must provide all Intern candidates with detailed job descriptions that also specify all the special skills and technical knowledge required for each position.

While each organization makes its own hiring decisions and determines how best to use resumes, interviews, writing samples, and references, it is strongly recommended that organizations request a writing sample. Organizations must conduct an interview (face-to-face when possible, by telephone in all other cases) with all final candidates.

By May 4, 2007, organizations must submit to the National Coordinator:

- A copy of each Everett Intern's resume.
- An Intern form (which can be found on the Web site www.everettinternships.org) with the following information:
 - A brief job description for each Everett Intern and the name, title, email address, and phone number of his/her supervisor.
 - The starting and ending dates for each Everett Intern.
 - The estimated number of written and oral applications you received this year.
 - The dates of any vacations that the Intern Coordinators or supervisors will be taking throughout the summer. Please also include the names and contact information of alternate supervisors during that time period.

Please mail one set of the above information to the National Coordinator.

Note: **Do NOT** send cover letters, writing samples, or your organization's application forms to the National Coordinator.

Frequently Asked Questions

Q: Who is the National Coordinator of the Everett Public Service Internship Program?

A: The National Coordinator is Samantha Saarion, and her contact information is: Samantha Saarion, Everett Public Service Internship Program, c/o Co-op America, 1612 K Street, NW, Suite 600, Washington, DC 20006. Fax: 202-331-8166; Email: samantha@coopamerica.org.

Q: What is our relationship to Edith Everett and the Everett Foundation?

A: Edith Everett should be enrolled as donors to your organization at the appropriate level. Send donor-related mailings to: The Everett Foundation, 150 East 69th Street 28K, New York, NY 10021.

Q: What hours do Everett Interns work?

A: Interns should work on a schedule similar to your organization's standard hours. Interns should not be required to work longer than 40 hours per week. It should be left to each Intern's discretion whether he/she wants to work more than 40 hours per week. Everett Interns in Washington, DC and New York are obligated to attend the weekly special events, which are prized as an essential part of each Intern's total experience.

dates, we will approve an 80% payment. At the end of the summer, once we have received ALL the evaluations from you and your Interns, you will receive the remaining 20%. Payments are made by check from The New York Community Trust.

Intern *and* Intern Coordinator evaluations should be completed in a timely manner at the end of the program. Intern Coordinators must carefully follow instructions for collecting them. The National Coordinator will not be able to release the final payment to a noncompliant organization. Failure to cooperate will adversely affect your organization's participation in the Internship Program in the following year.

Your organization may choose either to place Everett Interns on the payroll or to regard them as contract employees. If you choose to place Interns on your payroll, Interns will need to complete W-2 forms, and taxes will be deducted from the total amount of the stipend for each pay period.

If you choose to regard Interns as contract employees, Interns will need to fill out 1099 forms. At the end of the year, Interns should receive 1099s from your organization, not W-2s. No deductions are made from their stipends; payment of taxes by any Intern is dependent on his or her total earnings for the year.

Supervision of Interns

An Intern Coordinator's responsibilities are:

- I. To provide Interns with close supervision and substantive assignments *or* to choose appropriate Staff Supervisors to do so with **regular follow-ups**.
- II. To oversee the timely disbursement of the Interns' weekly or bi-weekly stipends.
- III. To facilitate Intern attendance at all mandatory weekly events. Intern Coordinators will be notified of these weekly events by e-mail. The weekly events calendar will also be available to the Interns on the Web site at www.everettinternships.org.
- IV. To make sure, before each Intern leaves, that your Interns' organization evaluations and event evaluations have been turned in and to complete your own Intern Coordinator evaluation. The confidentiality of Interns' written evaluations must be respected. These evaluations must be completed online or mailed in a sealed envelope to the National Coordinator on time before your organization will receive final payment. Evaluation forms, deadline information, and specific instructions will be available on the Web site.
- V. To set up exit debriefings between the Executive Director at your organization and each Intern.

Intern Coordinators are the liaisons between their organizations and the Event Coordinator and National Coordinator of the Internship Program.

Intern Coordinators need not personally supervise Interns' assignments *if* there are other staff members at your organization under whom an Intern is better suited to work. However, Administrative Assistants or Office Managers should never supervise Interns.

Intern Coordinators and/or Staff Supervisors should provide Interns with substantive work assignments. No Everett Intern should be engaged directly in fundraising or development activities within the organization. Clerical tasks can be part of an Internship, but should be less than 20% of an Intern's time.

If any Intern Coordinator or Staff Supervisor is on vacation, away on business, or is otherwise absent from his/her responsibilities to the Interns, there must be an alternate supervisor to whom Interns can report. We recommend that Intern Coordinators choose Staff Supervisors who will be present during the entire length of the Internship.

Organizations should provide a thorough and organized Intern **orientation process**, in which Interns become acquainted with the work of the organization, the staff, and the workplace environment and most importantly, with the Interns' responsibilities and with the resources available to them. Organizations must provide a **suitable work environment** for Interns, including access to his/her own desk space, e-mail, and phone number or extension.

Organizations are strongly encouraged to develop their own programming for the benefit of their Interns. Some successful models include brown bag lunches with various officers of the organization, special forums or discussion groups, guest speakers, periodic meetings with the Intern Coordinator, staff meetings, and office social events.

All Supervisors should act in a professional manner with their Interns and should be available to address the questions and concerns Interns may have regarding their work.

Discrimination of any kind, as well as sexual harassment, will not be tolerated. All reported incidents will be thoroughly investigated and, if found at fault, the accused organization or Intern will be permanently dropped from the Everett Internship Program.

Payment Procedure

Everett Interns receive a weekly stipend of \$280 per week for 10 weeks. Organizations must pay Interns weekly or bi-weekly from the time the Interns begin working. The funding from the Everett Program should be considered a **reimbursement** to your organization.

Funding for Everett Interns is sent directly to your organization in two installments. At the beginning of the summer, once the National Coordinator receives ALL your Intern resumes, job descriptions, and starting