Community Internship Program 2020 Information Guide

The Community Internship Program is a program of The Jewish Federation of Greater Los Angeles. This program is part of the Los Angeles Jewish Teen Initiative (LAJTI), co-funded by the Jewish Federation of Greater Los Angeles and the Jim Joseph Foundation, with seed funding provided by the Jewish Community Foundation of Los Angeles. The LAJTI was designed to increase the number of post-b’nai mitzvah Jewish teens throughout Los Angeles engaged in effective and compelling Jewish experiences that support them in leading healthy and fulfilled lives.

Community Internship Program 2020 Details

The Community Internship Program (CIP) is a paid internship, open to current high school sophomores and juniors. It will run from Friday, June 12th to Friday, July 10th, 2020.

This program gives teens the opportunity to hone professional skills, gain valuable insight from knowledgeable and experienced Jewish community professionals and contribute to organizations that strengthen our community. Teens will gain a better understanding of the breadth and depth of our Los Angeles Jewish landscape.

Requirements for Consideration

Applicants must:
- Be a current 10th or 11th grader in High School.
- Live in Los Angeles County.
- Submit a completed application by Friday, January 17th, 2020.
- Provide the LA Jewish Teen Initiative with two reference letters.
- Be available for an in-person interview at The Jewish Federation building in Los Angeles or the Valley during February and March 2020.
- Accepted teens must be available for the full 4-week program.

Please Note: The only exceptions will be school related (e.g. finals).
Community Internship Program 2020
Experience Highlights

**Teens will...**
- Gain work experience at a dynamic, impactful Jewish non-profit organization in Los Angeles.
- Contribute to the diverse ways organizations create and support our Jewish community.
- Learn from engaging speakers and educators during Friday Training sessions.
- Discover their unique value and the role they can play in the Jewish community.
- Participate in workshops that focus on self-discovery and skill building.
- Expand their peer network and meet new Jewish friends from all over Los Angeles.

**Weekly Schedule**

Teens will follow this weekly schedule during the program:

**Monday - Thursday:** Teens will **work at their Internship** site from 10am to 4pm

**Friday:** Teens will attend **Training Sessions** at The Jewish Federation from 10am to 3pm

**Please Note:** We will be **closed** on Friday, July 3rd for Independence Day Weekend.

**Application Timeline**

- **Application Deadline:** Friday, January 17, 2020
- **Interviews:** February to March 2020
- **Program Acceptance and Placement Notification:** April 2020
- **CIP Information Session for Program Participants:** Tuesday, May 26, 2020

**Program Timeline**

- **Program Orientation:** Friday, June 12, 2020 and Monday, June 15, 2020
- **First Day at Internships:** Tuesday, June 16, 2020
- **Final Day + Program Culmination:** Friday, July 10, 2020
Q: How do teen interns get paid?
A: Oh yes! Teens will get paid two times during the program. Interns will submit time sheets, in a timely manner, according to the pay schedule at The Jewish Federation. Teen interns are paid for both their time spent at the internship site and in training sessions each Friday.

Q: Do teen interns get a lunch break?
A: Of course! Teens will be required to take a 1-hour lunch break each day. We will also have lunch breaks at the Friday training sessions. A kosher lunch will be provided.

Q: What kind of work will the internship provide?
A: Great question! In the applications, teens will be asked to select their professional interests. We will also ask more about professional interests at the group interviews. The LAJTI team will take answers into consideration during the matching process. Each supervisor will work with their teen to determine the work responsibilities. The work can range from programming, social media, outreach, development, etc.

Q: If teens have conflicts during the program dates, can they miss a few days and still participate?
A: Unfortunately, no. Teens cannot miss a few days of the program. It is important that participants commit to the full four-weeks. LAJTI and our internship supervisors plan for their intern(s) to be fully present. It is important to know that the Friday training sessions are a core component of the experience, as well. Please Note: Teens must disclose any conflicts prior to the start of the program (e.g. finals, family commitments, etc.)

Q: What do the Friday training sessions feature?
A: Friday sessions are eye-opening, engaging and fun! Teens will hear from guest speakers and educators who focus on important topics such as: communication, personal branding, inclusion in the workplace, and more. We will explore topics such as self and identity, professional skill-building, and learn about the impact of Jewish non-profits across the LA landscape.

Q: Will I engage with other teens in this program?
A: Absolutely. On Fridays, teen interns will be placed in groups where they will learn together and process the experience. There will also be ice breakers, team building exercises, breaks and more to encourage bonding and develop a sense of belonging for all participants.

Questions? Contact us at LAJTI@JewishLA.org or (323) 761 - 8132