

The international nonprofit buildOn is seeking enthusiastic interns to help to support our after school programs. The successful applicant will work directly with Program Coordinators on a multitude of dynamic service learning projects in our partner high schools. Interns will get the opportunity to see how a major nonprofit operates and learn program management skills through buildOn’s after school programs.

**Reports to:** Crystal Collins, PA Program Manager

**Salary:** Unpaid

**Commitment:** 5-15 hours a week typically working at least 2 weekdays per week during planning weeks and at least 20 hours a week during summer programming (July 7-11, July 14-th

July 28-  August 1, and August 4-8)

**Start date:** June 25th, 2014

**Location:** Philadelphia, PA

**Summary of Duties:**



Assist in following up with students enrolled in Summer Programming.



Lead buildOn students in activities focused on global education and service

Research potential community partners and manage database.

Co-lead service trips and serve as liaison with service partner

Reach out to community businesses and solicit donations to support programming.

**Education, Experience & Skills:**



Pursuing a career in international affairs, youth development, education, or non-profit management. Access to reliable transportation to travel to schools, projects and the office

Experience and enthusiasm for working closely with high school students



Public speaking, group facilitation, and strong organizational skills are essential

Demonstrable ability to self-organize, pay attention to detail, project plan, and event manage

 Strong computer, presentation, communication, leadership, and database management skills.



Proven results in meeting goals and deadlines, and increasing quantitative impact.

**To Apply:** Complete the application and submit your resume to crystal.collins@buildOn.org



**BuildOn is committed to enhancing education and empowering youth in the U.S. to make a positive difference in their communities while helping people of developing countries increase their self-reliance through education. buildOn’s core values are Compassion, Responsibility and Empowerment. buildOn is an Equal Employment Opportunity /Affirmative Action Employer. Employment offers are made on the basis of qualifications and in compliance with Federal, State, and Local laws and regulations.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **PLEASE TYPE OR PRINT** |  |  |  |  |  |  |
| I am applying for: |  | Internship Opportunity |  |  |  |  | Volunteering Opportunity |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name (Last, First, Middle): |  |  |  |  |  |  |  |  | Other names under which you have attended |
|  |  |  |  |  |  |  |  |  |  | school or been employed: |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Street Address: |  |  |  |  |  | City, State & Zip: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Social Security Number: |  | Home Phone: |  |  | Work Phone: |  | Other Phone: |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Are you 18 years of age or older? |  | Yes |  | No |  | If NO, | what is your current age? |  |
| Are you a buildOn Alumni |  |  |  | Yes |  | No |  | If YES, indicate the school and the dates of |  |
|  |  |  |  |  |  |  |  |  | enrollment |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Have you ever been employed by or |  | Yes |  | No |  | If YES, indicate dates & reason for leaving: |  |
| worked with buildOn? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Are you related to any current buildOn |  | Yes |  | No |  | If YES, their name & their relationship to you? |
| employee? |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| How did you learn about this opportunity? | Check all that apply: | Ad in *newspaper* |  |  |  |  |
| Job Bulletin (Posting) /Walk- |  | Dept. of Labor |  |  |  | Ad in *magazine* |  |
| Referral:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **EDUCATION** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | **Did you** |  | **If No, # of** | **If Yes, date** |  | **Degree** |  |  |
| **Name of School** |  | **City/State** | **graduate?** |  | **years left to** | **of** |  | **received** |  | **Major** |
|  |  |  |  |  |  |  |  |  | **graduate** | **Graduation** |  |  |  |  |
| High School: |  |  |  |  | Yes |  | No |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| GED: |  |  |  |  | Yes |  | No |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| College: |  |  |  |  | Yes |  | No |  |  |  |  |  |  |  |  |  |  |
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**SKILLS:** Please list technical skills, clerical skills, trade skills, etc., relevant to this position. Includerelevant computer systems and software packages of which you have a working knowledge, and note your level of proficiency (basic, intermediate, expert)

**Applicant Questions:**

**What is your familiarity with buildOn?**

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**Why do you want to be part of the buildOn PA Internship Program?**

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**How will this experience support your future goals?**

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**What other commitments do you have during this 2 month program?**

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**Are you receiving credit hours for your internship? If yes, provide program details and school address.**

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**PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION**

I certify that the information on this application and its supporting documents is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize buildOn to investigate, without liability, all statements contained in this application and supporting materials.

authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested,

I agree to submit to a background investigation. and/or screening upon conditional offer of employment.

I understand that this document is NOT an offer of employment. I understand that buildOn is an at-will employer.

Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZATION FORM FOR CONSUMER REPORTS

In connection with your application for employment (including contract for services), understand that consumer reports or investigative consumer reports which may contain public record information may be requested or made on you including consumer credit, criminal records, driving record, education, prior employer verification, workers compensation claims and others. These reports will include experience information along with reasons for termination of past employment. Further, understand that information from various Federal, State, local and other agencies which contain your past activities will be requested. A consumer report containing injury and illness records and medical information may be obtained only after a tentative offer of employment has been made.

By signing below, you hereby authorize without reservation, any party or agency contacted by this employer to furnish the above mentioned information. You further authorize ongoing procurement of the above mentioned reports at any time during your employment (or contract). You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original. You have the right to make a request of First Advantage, upon proper identification and the payment of any legally permissible fees, for the information in its files on you at the time of your request. You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about you to furnish First Advantage with any and all background information in their possession regarding you, in order that your employment qualifications may be evaluated.

For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the consumer report, if one is obtained, please check this box. If checked and you are a California applicant, a copy of the consumer report will be sent within three (3) days of the employer receiving a copy of the consumer report. For California applicants only, if public record information about your character, general reputation, personal characteristics, and mode of living is obtained without using a consumer reporting agency, you will be supplied a copy of the public record information within seven (7) days of the employer’s receipt unless you check this box where you hereby waive your right to obtain a copy of the consumer report.

**Print your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: State: Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Social Security Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Drivers License State: License Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The following is for identification purposes only to perform the background check:

**Date of Birth (MM/DD/YYYY): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Race: \_\_\_\_\_\_\_\_ Gender (M or F): \_\_\_\_\_\_\_\_\_\_**

**Other or Former Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Professional License: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_ Number: \_\_\_\_\_\_\_\_\_**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_