



CLYLP ELLIE E. PECK ALUMNI INTERNSHIP PROGRAM

Deadline to apply for the 2019 CLYLP Alumni Internship is May 10, 2019

The CLYLP Ellie E. Peck Alumni Internship program offers college-aged CLYLP alumni an opportunity to gain work experience, mentorship, and an outlet to contribute to CLYLP and its mission to developing California's future leaders. Interns take part in the behind the scene efforts to plan and execute CLYLP's six programs across the state while learning skills in event planning, program support fundraising, communications, and public relations.

INTERNSHIP PROGRAM COMPONENTS

Under the direction of the CLYLP Board President, interns work one-on-one with Board Members and Leadership Team members on specific projects ranging from fundraising to communications and public relations. CLYLP Interns will be assigned a mentor on the Board who will provide guidance, professional advice and an opportunity to cultivate a close working relationship.

Throughout the year, interns will work with different Board Members who lead key functions and programs of the organization. Some of the rotating Intern assignments include:

- Communications – assist PR team in the drafting of letters, press releases, alumni spotlights, and assist with management of database, website content and social media campaigns.
- Fundraising- work with Board Officers on donations records, assist with alumni or regional events, and assist Board President with donor acknowledgement campaign.
- Program Support - support Board Members and Officers by responding to email and phone inquiries, meeting preparation, program development and other Board business and program staffing.

PROGRAM DATES AND LOCATION

The CLYLP Alumni Internship begins May, 2019 and ends December 31, 2019. Interns are not required to live in Sacramento. Assignments will be completed remotely. Past interns have completed their internship while attending universities across the country.

INTERNSHIP REQUIREMENTS

Because CLYLP operates a volunteer network that spans the entire state, interns must have excellent communication skills to keep the programs connected. Interns must also:

- Be able to intern for full internship cycle (June - December).
- Be available to work a minimum of 4 hours a week on designated project(s) and correspond with mentor via email on a regular basis.
- Be available to participate on conference calls, as needed.
- Comply with CLYLP policies regarding work performance and personal conduct.

ELIGIBILITY CRITERIA

Students must meet the following criteria to be eligible for the CLYLP Alumni Internship:

- Be an alumni of a CLYLP High School program.
- Be enrolled in college full or part time, working towards an undergraduate degree, including community college students.
- Possess strong analytical and writing skills.
- Possess a strong work ethic.
- Be actively participating in other public and/or community service activities.

SELECTION PROCESS

The application and supplementary documents must be emailed to contact@clylp.org by no later than 11:59PM on May 10, 2019. Applications will be reviewed by the CLYLP Board of Directors. Phone interviews will take place the week of May 12.



CLYLP ELLIE E. PECK ALUMNI INTERNSHIP APPLICATION

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INSTRUCTIONS

- Complete this application by typing or clearly printing all the information
- Attach all required supporting documentation. Please write your name on all attachments or submit as one PDF file

PART 1 THRESHOLD REQUIREMENTS

1. Check off which CLYLP high school programs you participated in and what years
 Sacramento Leadership Conference Los Angeles Institute San Joaquin Valley Institute Bay Area Institute
Year: _____ Year: _____ Year: _____ Year: _____
2. What is the name of the college/university that you are enrolled in?

3. Are you enrolled part time or full time? _____
4. Mark your student status below:
 Community College Freshman/1st Year Sophomore/2nd Year Junior/3rd Year Senior/4th Year
 Other _____

PART 2 APPLICANT INFORMATION

Applicant's Name (Last, First, Middle)		Birth date(month/day/year)	
_____		_____	
Mailing Address	City	State	Zip Code
_____	_____	_____	_____
Phone _____	Email _____	Gender (M/F) _____	

PART 3 LETTER OF INTEREST

- Please submit a letter explaining your interest in the internship program.

PART 4: RESUME

- Please submit a current resume.

DEADLINE AND SUBMISSION

- Email a scanned version of this Internship Application Form, your Letter of Interest and Resume as a single PDF document to contact@clylp.org by no later than 11:59PM on May 10, 2019.