

HOMETOWN

INTERN

FAQS

WHAT IS A HOMETOWN INTERNSHIP?

Hometown interns are high school graduates who have spent at least one academic year away from their hometown and choose to return for the summer. Interns work alongside their local affiliated funds to discover and unleash the assets in their communities through a variety of co-created projects.

SHOULD MY COMMUNITY PARTICIPATE?

Your community may be a good fit if:

- You have an NCF affiliated fund that is community or county-based
- Two FAC members will serve as champions and supervisors for the intern(s)
- You can provide compensation for students to be paid \$15.00/hour (matched 1:1 by an anonymous donor up to \$3,000 per intern up to two interns)
- You are ready to clear the way for a young voice to make an impact

WHAT WILL INTERNS DO?

- Attend an educational retreat at the beginning and end of the summer
- Participate in "Operation Discovery," a fun, innovative course that guides interns through principles of Asset-Based Community Development and reflective practices to make the most of the summer
- Local projects based on the community's opportunities and the Intern's own assets and interests. NCF is ready to support you in creating experiences that are transformational, not transactional

Communities are encouraged to consider hiring more than one intern to maximize collaboration and relationship-building.

WHAT WILL CHAMPIONS DO?

Champions are formally the "supervisors" for the interns, but we like to think of them as co-creators of this experience.

- Provide a listening ear, availability, mentorship, and a sense of belonging to interns throughout the summer.
- Join interns to participate in an in-person educational retreat at the beginning and end of summer.
- Participate in additional experiences for growth and exploration tailored to Champions and their desire to make a way for young voices to be heard.

WHAT ARE EXAMPLES OF PAST INTERN PROJECTS?

- Engaging local youth in community building through an annual Serviceship Camp.
- Facilitating community conversations about local dreams and how to activate them.
- Interviewing entrepreneurs and highlighting their innovations through community storytelling.
- Rebranding a hometown's website with a fresh new look and updated features.
- Developing an escape room experience rooted in local history and intrigue.
- Creating plans for a community garden through local engagement and collaboration.

HOW DO WE FIND INTERNS?

- FACs are responsible for recruiting and interviewing local youth.
- NCF can support with promotional materials and other support as needed, but you know your community's youth best!
- More materials to recruit interns can be found in the Hometown Intern Toolkit.

WHAT ARE THE LOGISTICS FOR THE SUMMER?

- **Schedule:** Interns collaborate with their Champions to establish a consistent schedule. They may work up to 40 hours per week, depending on fund availability and volume of work.
- **Travel requirements:** Interns and Champions will travel to a peer-learning session at the beginning and end of summer, this will most likely include a night in a hotel. NCF will provide travel reimbursement, food, and lodging.
- **Operation Discovery:** Interns will participate in "Operation Discovery," an innovative course to guide them through community reflections and learning about Asset-Based Community Development
- **Regular Meetings:** Interns and Champions will be asked to attend virtual meetings regularly throughout the summer, every other week. This schedule will be provided before the summer begins.
- **Pay:** An anonymous NCF donor will provide a 1:1 match up to \$3,000 for FACs to compensate interns. Interns will be paid \$15.00 per hour.

WHAT SUPPORT IS PROVIDED?

- Interns will be temporary employees of NCF and NCF will handle withholding taxes and personnel administration.
- NCF staff and Youth Engagement Interns will provide:
 - Educational and engagement opportunities throughout the summer.
 - Co-creation of intern experiences and projects.
 - Administrative guidance to the affiliated fund as needed.
 - Anything else you need! We are here to help create a transformational experience.

WHAT DEADLINES SHOULD WE KNOW?

January 15, 2025: Interest forms must be complete.

March 31, 2025: Interns must be selected, all paperwork must be completed by the FAC and submitted to NCF.

HOW CAN WE LEARN MORE?

If you are part of an NCF community-based affiliated fund interested in participating in the summer 2025 Hometown Internship program, please complete a very brief interest form available at www.nebcommfound.org/hometowninternships.

Contact your Affiliated Fund Coordinator or Chloe Higgins, NCF's Youth Engagement Specialist at ChloeH@nebcommfound.org with any questions.