

Wednesday, December 6, 2023

Summer Internship

Company: Ford Foundation
Location: New York, NY
Compensation: \$38.50 a

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Ford Foundation

There are multiple internship openings in different departments in our program including our Creativity and Free Expression program team.

SUMMARY DESCRIPTION

Our summer internship program has been a part of the foundation for more than 40 years. Since its inception, we have worked to provide an enriching and rewarding experience for students of all majors with varying career aspirations. The program is designed to expose students to philanthropy and the not-for-profit sector and to provide them with a rich learning and development experience. Assignments vary by department but generally include administrative, analytical, research and special project support. Students also attend weekly learning sessions, which include meetings with senior foundation staff and opportunities to learn about different career fields, build networking skills and discuss career planning.

Positions will be available in our program (grant making) and operations departments. Operations departments may include our Communications, People & Culture, Facilities, Information Management, Investments and IT teams, to name a few.

The internship program runs for 10 weeks, from Monday, June 3, 2024, through Friday, August 9, 2024. The Ford Foundation will be operating with a hybrid working model: 3 days a week in the office and 2 days a week remote/virtual, Monday through Friday, from 9AM to 5PM (35 hour work week).

The deadline to submit your application for our 2024 Summer Internship Program is Friday, January 26, 2024 at 11:59pm. We will reach out to and interview candidates on a rolling basis.

Please note that the first step in our recruitment process is a video interview with someone from our Talent Acquisition department. If selected as a finalist in the process, candidates will need to provide the following:

- Confirmation that you are receiving need-based financial aid
- Copy of your most current unofficial transcript
- Two professional references including name, phone number and email address (they can be work supervisors, professors or advisors)

ELIGIBILITY REQUIREMENTS

In an effort to continue to serve students in our greater NYC community who have typically had limited access to competitive paid internships, we are eager to provide learning opportunities for these students on the workings of philanthropy and emphasize on building professional skills. Eligible applicants must meet the following requirements:

- Currently enrolled in college as a full-time rising junior/senior
- Must be permanent residents of the New York tri-state area (certain areas of New York, New Jersey, and Connecticut)
- Receive needs-based financial aid*
- Maintain a cumulative minimum GPA of 3.0/4.0
- Commit to a full-time schedule for the duration of the program (10 weeks; 35hrs/week)
- Be able to work a hybrid schedule (3 days in office, 2 days remote per week) for the duration of the internship program

QUALIFICATIONS

We welcome applicants of ALL majors

Demonstrated leadership and an interest in social justice via coursework or extracurricular activity

Possess excellent computer skills and demonstrated proficiency in the use of Word, Excel and PowerPoint and Google Slides, Sheets and Docs

Have excellent written and verbal communication skills

Be interested in the work of nonprofit organizations and foundations

*The following are the need-based federal student aid programs:

Federal Pell Grant

Federal Supplemental Educational Opportunity Grant (FSEOG)

Direct Subsidized Loan

Federal Perkins Loan

Federal Work-Study

Source: <https://studentaid.gov/complete-aid-process/how-calculated#need-based>

Learn more about our program by visiting our Internship Program page on the Ford Foundation website.

SALARY: This is a competitively paid internship. Interns are paid \$38.50 an hour.

BENEFITS: Please note that interns are not eligible for full-time staff benefits. Interns will receive a full summary of benefits on their first day of work during orientation.

Ford Foundation
320 E 43rd Street Ford Foundation
New York, NY, 10017
https://fordfoundation.wd1.myworkdayjobs.com/en-US/FordFoundationCareerPage/details/Summer-Internship_R1061

For more information:
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