



Community Links 2025

Community Service Internship Program

Host Site Application (due Feb. 10, 2025)

What is Community Links?

Community Links is an intensive 10-week (May/June 2025 – Aug. 2025) paid internship program for undergraduate and graduate students **committed to public service, community building, and social change.**

A limited number of students are matched with **full-time, paid internships** in local non-profit organizations, government institutions, schools, and community-based agencies throughout the Erie County area. Matching takes place through a series of interviews conducted in March at the host sites.

Community Interns will work at their host organizations and also be included in trainings that include **guest speakers, visits to various organizations, community explorations, and group discussions** designed to help interns become more engaged and effective community builders.

Program Objectives:

- Offer interns a first-hand knowledge of the Erie County nonprofit community, leadership and organizations
- Provide meaningful career-related work experience
- Increase local organizations' capacity to conduct important short-term projects
- Stimulate interest in a career in the nonprofit or public sectors

How do I become a Community Links Host Agency?

Your organization must be a **501(c)(3) non-profit organization, government agency, institution or school.**

Your organization must develop a **challenging 10-week work plan** (May/June 2025 – Aug. 2025) for a college student who is a resident of Erie County. All work plans must have **clearly defined objectives and outcomes** with flexibility to allow students to participate in community trainings. Internship work must primarily benefit a community. The work cannot involve partisan or non-partisan political activity, direct solicitation, or lobbying on the federal, state, or local level.

Your organization must **complete a written application** describing the plan and the skills required of an intern working on those objectives. Your organization must identify an individual within the organization who will directly supervise the intern throughout the summer. **The intern's immediate supervisor must be available to interview students during the matching process** (in March). The immediate supervisor will be required to complete a final evaluation on the intern. Strong supervision and mentorship is a key factor in the selection of host sites.

Written approval of your organization's involvement in the Community Links program from your Executive Director, Board Chair, or Superintendent will be requested.

Application is available online at www.eriefoundation.org

Community Links Host Site application instructions

Electronic submission of applications is strongly preferred. Please send emails (by 2/10/25) to:

Randy Wagner
randyw@eriefoundation.org
Include “[Organization Name]—Community Links Host Site Application” in the subject.

If necessary, paper submissions can be mailed to:

Erie County Community Foundation
Attn: Community Links Program
135 E. Washington Row – Suite A
Sandusky, OH 44870

Please do NOT fax applications.

For more information please contact:

Randy Wagner, Finance Director
Erie County Community Foundation
(419) 621-9690
randyw@eriefoundation.org

Community Links program dates

Host Site Application Deadline: February 10, 2025

Interview Matching Process: March 1– March 31, 2025
Internship Start Date: May/June, 2025
End Date: August, 2025

Community Links Internship Program 2025 Host Site Application

Organization Information

Organization/Institution Name _____

Program Name (if applicable) _____

Intern Supervisor _____ Title _____

Address: _____

Telephone _____ Fax _____

Email _____

Type of Organization: 501(c) (3) Other (please specify) _____

Please include a letter from your organization's Executive Director, Board Chair, or Superintendent acknowledging that your intern will receive supervision and mentorship from experienced staff at your organization.

Project Information

Please check all of the categories below that describe the program(s) that a Community Links intern would be involved with.

- | | | |
|--|---------------------------------------|--|
| <input type="checkbox"/> Arts/Culture | <input type="checkbox"/> Environment | <input type="checkbox"/> Justice |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Health | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Disabilities | <input type="checkbox"/> Homelessness | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Education | <input type="checkbox"/> Housing | <input type="checkbox"/> Women |
| <input type="checkbox"/> Elderly | <input type="checkbox"/> Immigration | <input type="checkbox"/> Youth |

Describe the work a Community Links intern would be doing at your organization (check one or more)

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Community Outreach | <input type="checkbox"/> Research | <input type="checkbox"/> Advocacy |
| <input type="checkbox"/> Direct Service | <input type="checkbox"/> Administration | <input type="checkbox"/> Other _____ |

Please answer the following:

- 1) Please provide a brief description of your organization's mission and discuss the work that your organization undertakes to fulfill its mission.

- 2) Please describe the work plan that you would like your Community Links intern to complete during the 10-week period. Please indicate specific duties and responsibilities for intern.

3) Please describe your approach to the mentorship aspect of Community Links. How will you actively acquaint your intern with your program/agency, field of work, and non-profit work in general?

4) Please describe the type of intern you feel would work most effectively within your organization on the work plan(s) proposed herein.

a) Skills/Qualifications (including language proficiency, technical skills, etc.)

b) Preferred Major

c) Personality/Work Style (ex. outgoing, analytical, flexible, good with kids)

d) Life Experience/Demographic Considerations

5) Please describe the skills an intern will gain working with your organization.

6) Please describe any other miscellaneous details you would like an intern to be aware of, such as dress code of your organization, unusual hours, etc.

7) Please state your goals and objectives in participating in this internship program.