

MAYOR'S
YOUTH
AT WORK
PARTNERSHIP



EMPLOYER TOOLKIT

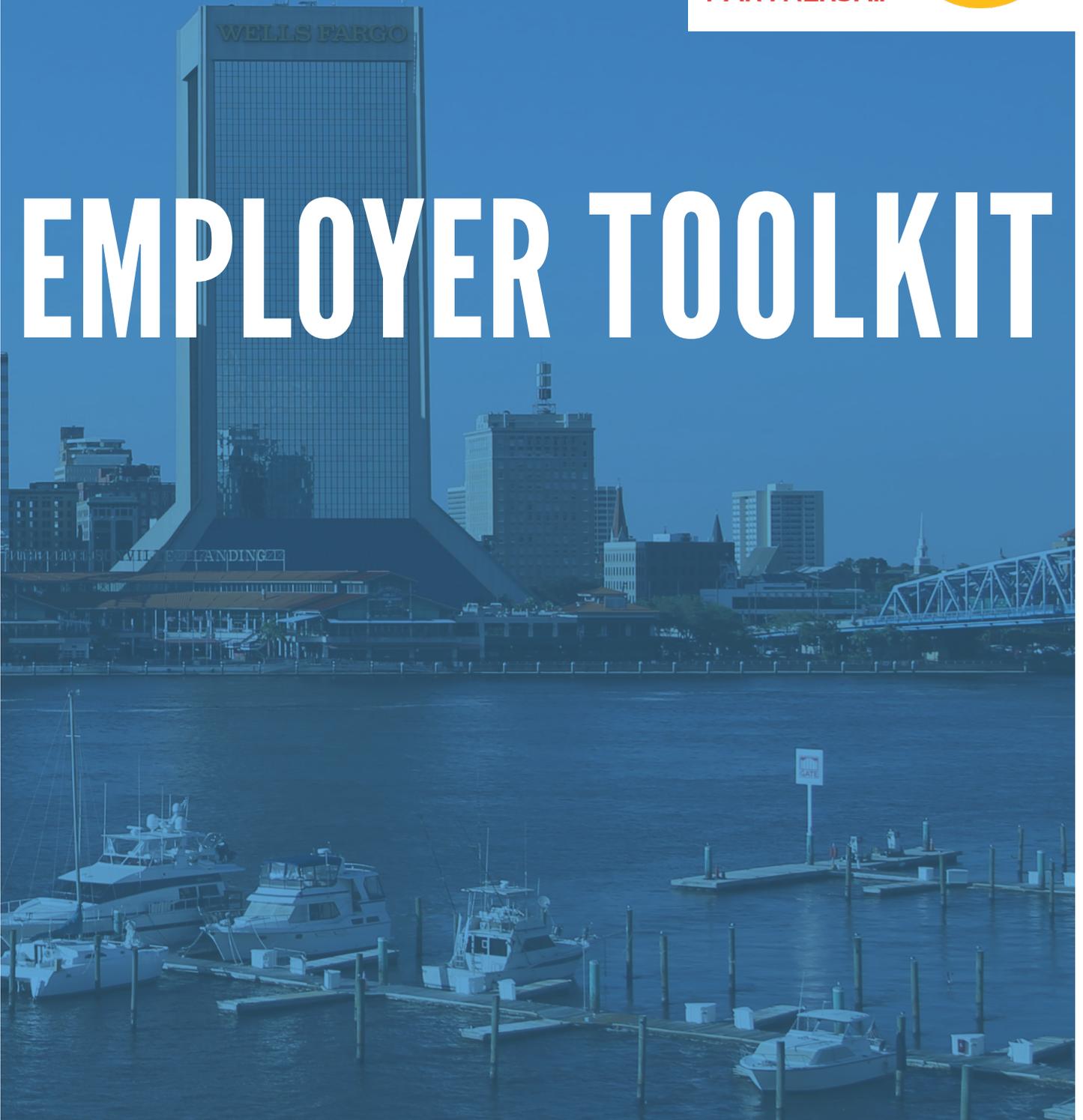




TABLE OF CONTENTS:

A WORD FROM THE MAYOR	3
INTRODUCTION	4
FREQUENTLY ASKED QUESTIONS	5
WHY SHOULD MY COMPANY GET INVOLVED	6
WHO	7
A SUCCESSFUL INTERNSHIP	8
ECONOMIC MOBILITY: THE BIGGER PICTURE.....	9
THE TIMELINE	10



DEAR YOUTH AT WORK PARTNERS,

Thank you for being a part of our program to open doors and opportunities for our young citizens. An investment in our youth is an investment in the future of our city, and I commend your organization for joining us in this important work.

As mayor, I am committed to ensuring that every citizen in every zip code has every opportunity to find success and pursue their goals. For the hardworking young people who are taking the initiative to join the Youth at Work Partnership, this program is an important step on the road to adulthood, with opportunities for training, mentorship and experiences that build skills and work ethic.

Furthermore, it is my hope that this program will build a talent pipeline for our local economy, and that your organization will consider these talented young candidates for future career opportunities. When today's Youth at Work participants become tomorrow's workforce, I am confident they will remember the valuable lessons of this program and your organization, and use them to make a positive impact in our community.

Again, I thank you for your partnership and investment in our youth.

Sincerely,

Lenny Curry
Mayor





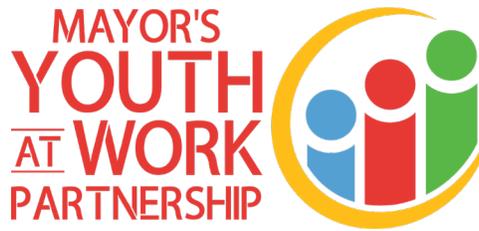
INTRODUCTION

The Mayor's Youth at Work Partnership (MYAWP) is a collaborative of public and private entities dedicated to changing the employment and career odds for Jacksonville's youth by building a sustainable pathway of education and opportunity which will lead to economic mobility.

The MYAWP provides youth ages 16 to 21 exposure to workforce opportunities, post-secondary credentials, job readiness training, financial literacy, and mentoring through a year-round program which starts with a six week paid internship during the summer.

Unlike youth employment programs and initiatives of the past, MYAWP is designed to address the lack of meaningful youth employment opportunities by creating a talent pipeline development tool that employers can use to fill existing skill gaps and by providing youth hands-on learning experience, and the local business community the chance to determine the trajectory of our future workforce.

Our Vision: Jacksonville will change the lifelong employment and career odds for opportunity youth by building and sustaining a coordinated pathway of education and opportunity leading to economic mobility that is based on the on-going collaboration of our civic, workforce and education sectors.



FREQUENTLY ASKED QUESTIONS

What are the dates for the Mayor's Youth at Work Partnership?

The program will occur June 18, 2018 – July 27, 2018

How much are the youth paid?

Corporate partners are responsible for paying youth a stipend reflective of minimum wage or higher; for example, youth who work 20 hours a week for six weeks at minimum wage would be paid a \$1,000 stipend. Some corporate partners may opt to use a temporary staffing agency for payroll purposes.

What are the eligibility requirements for youth to participate?

In order to participate, youth must be between the ages of 16 and 21 (Age 16 by June 1, 2018), have one Letter of Recommendation (from a non-family member), have a 2.0 cumulative high school GPA for current students or high school diploma / GED®, have completed program financial and soft-skills training, and successfully complete the screening process.

Will employers be able to interview candidates?

Employers will be able to interview candidates. In such instances, the MYAWP will provide a list of applicants whose interests match the company's industry or internship opportunities. Employers will then be responsible for contacting applicants and setting up each interview.

How will youth get to work?

Youth who identified needing transportation to and from work during the application process will be provided with bus passes from Jacksonville Transportation Authority. These bus passes will allow youth to travel for free during June and July.

What kind of support can I expect from the Mayor's Youth at Work Partnership?

The MYAWP will ensure that each participating employer is connected to the community resources and training necessary to provide a beneficial experience for the interns and the employer.

Who can I contact to arrange for my company to learn more about the Partnership?

Mari Ganues

City of Jacksonville, Kids Hope Alliance
(904) 630-4653

MGanues@coj.net

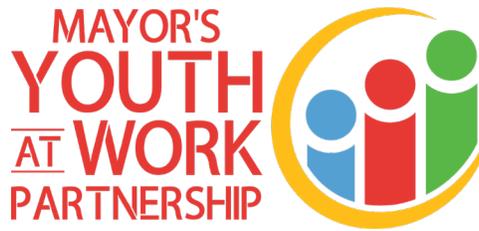
Liz Lufrano, Community Impact Manager

United Way of Northeast Florida
(904) 390-3255

elizabethl@uwnefl.org

How can my organization sign up to host youth for summer internships?

Go to coj.net/summerjobs and click on "Employers" to sign up.



WHY SHOULD MY COMPANY GET INVOLVED?

Your commitment to the Mayor's Youth at Work Partnership will have a lasting impact on Jacksonville's youth and young adults for the better. We know that two out of three children born to a Jacksonville family living in the lowest 20% of the economic spectrum, will spend their lives at that level, or insignificantly better.

When we give youth an opportunity to attain a post-secondary credential, their upward economic mobility changes decisively, opening the door to financial stability and prosperity. In fact, in Jacksonville 75% of the top 100 occupations require at least a high school diploma and 57% require more than a high school diploma.

EMPLOYERS WIN

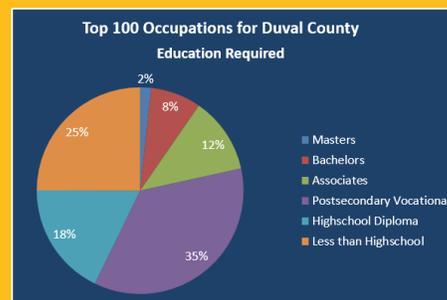
- Employers have a stronger, more diverse workforce trained to fill current skills gaps with less employee turnover.
- Exposure to a pool of applicants for future company positions.
- Internships can be used as an inexpensive recruitment tool for diverse talent.
- Internships offer professional development opportunities for staff members.
- Interns can help complete projects that have not been finished due to lack of resources and time.
- Interns bring fresh ideas to their work and utilize today's technology.
- Allows companies to make a difference in the lives of local youth.

COMMUNITIES WIN

- Retention of local talent.
- Unemployment declines.
- More money goes into the pockets of youth and families, who then invest in local goods and services.
- Stronger local economy.

YOUTH WIN

- Exposure to work experiences/professional settings.
- Exposure to career paths and industries that align with their interests.
- Receive financial and soft-skills education.
- Learn the value of post-secondary credentials and avenues for career advancement.
- Fulfillment of class/credit requirements for high school and college.
- Opportunity to build/expand one's professional network.
- Cultivate relationships with employees who can serve as mentors.
- Development of new skill sets.
- Increased levels of self-confidence.



WHO

Interns in the Mayor's Youth at Work Partnership are youth ages 16 to 21 who represent the untapped potential of Jacksonville.

A MYAWP INTERN IS ...

A self-motivated high school student who needs hands-on experience within his or her field of interest

OR

A graduating or recently graduated high school student trying to match his or her interests with employment opportunities

OR

A self-motivated college student who hasn't broken into the workforce

OR

An opportunity youth looking for the chance to re-enter the workforce



A MYAWP INTERN WILL ENTER THEIR INTERNSHIP HAVING ...

Attended four workshops (in-person or online) on:

- Dressing for success
- Financial literacy
- Workplace etiquette
- Social media skills

Career Source will work with interns on the development of resume and interviewing skills.



A SUCCESSFUL INTERNSHIP

COMPONENTS OF A SUCCESSFUL INTERNSHIP

- **Strong buy-in from corporate participants.**
- **A work culture that highly values professional growth and development.**
- **Setting clear and high expectations for all interns.**
- **Accurate job descriptions and objectives for interns.**
- **Open and honest communication.**

TIPS AND CONSIDERATIONS

Provide interns an orientation session:

Set the tone for the internship by offering an orientation, where interns can acclimate to company policies, procedures and expectations. An orientation is also a great opportunity for supervisors and interns to get to know one another and to provide interns a tour.

Remember your first job experience and be patient:

Put yourself in the place of the intern. On your first job you didn't know what to expect or the basics of working. Someone had to show you the ropes and took the time to train you on clocking in and out, and how to perform certain tasks.

Build rapport with youth:

Take the time to learn about interns' interests or areas they want to improve upon; this will help you identify other potential projects or opportunities for them. Discuss your leadership style and expectations.

Make debriefs a priority:

Schedule a time to provide regular constructive feedback to interns. Encourage two-way

communication during debriefs. Address youths' strengths and areas for improvement (be sure to keep the tone positive). Similarly, interns should feel comfortable asking questions and expressing concerns.

Offer continual training and coaching when needed.

Encourage interns to ask questions.

Reward good performance.

Consider hosting a minimum of two interns:

Hosting more than one intern allows youth to be able to work collaboratively on projects, encourage each other, and help each other adapt to the new office environment.

WORK PROJECTS FROM PAST EMPLOYERS:

- **Web site design**
- **Organization of benefit events**
- **Development of a design board for an architectural client**
- **Development of a tutorial guide for a software program**
- **Development of a web-based advertising campaign**
- **Studying a problem within the industry and presenting solutions to an employer team**
- **Researching competitors and completing a matrix outlining their services, strengths, costs, etc.**

ECONOMIC MOBILITY: THE BIGGER PICTURE

Prospects for Southern youth and young adults between the ages of 15 and 24 are widely variable and dependent on the circumstances of their birth, the inclusiveness of their communities, the dynamics of the economies in which they function, and the quality of the education and workforce systems that serve them. Low levels of economic mobility can be tracked back to five community-based factors:

Residential segregation:

Communities with significant residential segregation by race or income tend to have lower levels of mobility.

Income inequality:

Communities with a high level of income inequality are more likely to have low levels of mobility.

Local school quality:

Communities with strong economic mobility are more likely to have consistently high-performing K-12 schools. However, educational quality can vary widely between schools and school districts, and

residential segregation often concentrates students from low-income families in lower quality schools.

Family structure:

Communities with higher rates of single-parent households have a limited ability to earn and save which impedes mobility.

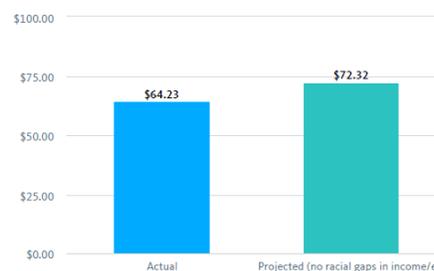
Social capital:

Indicators of social capital (such as social networks and community involvement), are strongly correlated with mobility. Areas with upward mobility tend to have greater involvement in local civic organizations.

Racial economic inclusion is good for families, good for communities, and good for the economy. Nationally, GDP would have been \$2.4 trillion higher in 2014 if people of color had earned the same as their White counterparts. We also know millions fewer would have lived in poverty, and there would be billions more in tax revenue and a smaller Social Security deficit overall.

In 2014, the Jacksonville regional economy would have been \$8 billion larger if there had been no racial gaps in income.

Actual GDP and estimated GDP with racial equity in income (billions): Jacksonville, FL Metro Area, 2014



Source: National Equity Atlas



THE TIMELINE

Application Opens:
March 15th

Application Closes:
March 23rd

Employer Recruitment:
Year-Round

**Federal Reserve Bank:
Opportunity Occupations
Summit:**
April 19th

**Find Your Future College
and Career Fair:**
April 28th

Employer Training Sessions:
May 14th, May 15th, May 21st,
and May 22nd

Confirm Internships:
June 4th

First Day of the Internship:
June 18th

**Youth Pathways Passport
Symposium & Evaluations:**
July 26th

Last Day of the Internship:
July 27th

Celebration:
July 27th

Youth Career Pathways Academy:
September - April

THANK YOU.



Start Here. Go Anywhere.



Citi Foundation



United Way
of Northeast Florida



JPMORGAN CHASE & Co.