



Do you need a high school intern this summer?

Career Academy students in West Contra Costa County schools are looking for summer internships that enable them to use their skills that they have gained in their academy program. The City of Richmond YouthWorks Program has provided funding to place Career Academy students in internships. We are hoping that you may have an internship position in your organization for these students. These internships will be fully-funded (at no cost to your organization). Interns can work a total of 121 hours this summer at \$8.25/hour.

Career academies combine academic instruction with applications in a career field, including a career-related class, speakers and field trips. The essence of career academies is to provide relevance of the “working” world (careers) to the academic world.

The Career Academy intern candidates represent six career academies:

1. Information Technology (IT) Academy at El Cerrito High School and Kennedy High School
2. Business Academy at Richmond High School
3. Law Academy at Richmond High School
4. Creative and Performing Arts Academy at Richmond High School
5. Multimedia Academy at Richmond High School
6. Media and Communications Academy at El Cerrito High School

What can a high school intern from the Career Academy do for you?

Besides career academy-specific skills such as building and designing websites and databases, creating attractive PowerPoint presentations with special audio and animated effects, students can also do the following:

1. Filing and photocopying
2. Answering telephone and taking messages
3. Typing and entering data into computer
4. Faxing and making copies
5. Working with children in sport activities
6. Supervising day camp activities
7. Assisting and supervising activities at community centers
8. Assisting teachers with class works
9. Reading to students
10. Tutoring students



Whom should I contact?

If you are interested in hiring a high school intern from the Career Academy, please contact Jennielyn Dino Rossi, Placement Director for the West Contra Costa County Career Academies, at jennielyndinorossi@gmail.com or by phone (415) 730-9335.