

TO: Potential Summer Internship Sites
Newaygo County Non-Profit Organizations

FROM: P. Kyle Morrison: NC RESA Career Placement Coordinator

RE: 2010 Summer Internship Program

Please distribute this information to all departments of your organization.

The Fremont Area Community Foundation is once again funding a Summer Internship Program for actively enrolled Newaygo County high school and/or college students between the ages of 16 and 21. Non-profit organizations with offices in Newaygo County are invited to participate.

If your organization is interested in applying for a Summer Intern, please read the enclosed materials carefully. The enclosed **“Work Site Position Request” must be completed, signed and postmarked or faxed by Friday, April 2, 2010**. All forms will be available to complete and print on-line by **Monday, March 22, 2010**, at the NC RESA website at www.ncresa.org under the NC RESA Summer Internship Program link.

All position requests selected from the participating non-profit agencies will be posted on the Michigan Talent Bank on a site designated exclusively for the Summer Internship Program. We will inform all worksites of our committee’s decision for a placement with you at this time. Student applicants will access the MTB website, between **April 14th-April 23th**, to view the list of non-profit employers and available positions. Student applications will be postmarked or faxed by **April 24th, 2010**. We have the funding for 30 student placements again this year.

NC RESA will notify students selected to participate in the interview process by mail on **Friday, May 14, 2010**. **It will be the student’s responsibility to contact their designated employer(s) to make arrangements to be interviewed by the employer**. Employers selected for a summer intern will have **at least** 5 candidates (if available) contact them to interview for their position opening. Interviews must take place between **May 17th- and 26th, 2010**. Employers will be asked to submit their top three candidates in order of preference to NC RESA by **Friday, May 28th, 2010**. Placements will be assigned by **June 4th**.

The internship runs from June 14 until August 20, 2010 (hours permitting).

Please send Work Site Position Request forms to:

**NC RESA Summer Internship Program
P. Kyle Morrison-Coordinator
4645 W. Career Pathway
Fremont, MI 49412
Or
Fax to: (231) 924.6311**

If you have any questions regarding the program, please contact Career & Community Development Services at 231.924.8844

Enclosures: Summer Internship Program Definition
Work Site Position Request/Agreement Requirements