

## Employ & Empower Internship Program

The City of San Diego's Employ & Empower Internship Program provides paid opportunities for interns to gain valuable experience working on some of San Diego's most important needs. It's designed to employ and empower the next generation of public servants at the City!

### Who is eligible to apply?

- Anyone between the ages of 16 and 30 who is enrolled in an academic or training program
- Priority will be given to applicants from communities of concern who are low-income, unemployed, justice-involved, in foster care, or have experienced substance abuse or mental health issues.

### What are the stages of the application process and how long is it expected to take?

Application, interview, backgrounding, and onboarding usually take 6-8 weeks.

### How will applicants be selected?

The vetting process is facilitated by the City's Human Resources Department (HR). Once HR determines applicant eligibility and their interests, those candidate names will be provided to departments to sync candidate areas of interest with department needs. The departments will facilitate hiring independently, in keeping with the City's standards.

### What is the pay rate for interns?

There are two tiers of City interns, and the pay rates correlate to those. Depending on the applicant's educational levels and qualifications, they will fall into one of the following tiers:

- Student Intern - \$19.47/hour (Part Time)
- Management Intern - \$22.75/hour (Part Time)

### What supportive services will interns receive?

A portion of the grant budget is set aside to provide as-needed wraparound supports such as transportation passes, professional clothing gift cards, laptops, and hot spots. The City will also provide professional development and mentorship opportunities.

### Do students need a work permit, Social Security Number, background check or government issued ID?

Yes.

### Will the City offer resources to help applicants with interview tips?

Yes.

**Are an orientation process and mentoring available throughout the program?**

Yes, there is an orientation/onboarding at the beginning of the internship, and ongoing mentoring available throughout the duration of the internship.

**Will everyone that applies be accepted to the program?**

No; applicants must meet grant eligibility requirements. However, the City will make its best effort to place applicants with City opportunities, irrespective of grant eligibility.

**Is there a minimum Grade Point Average (G.P.A.) to participate in this program?**

No, except as required by the school to issue a work permit.

**Are there supports for professional or uniform dress, and safety equipment if the job is out in the field?**

Yes; participants will be provided a gift card to purchase professional attire, as needed.

**What type of logistical support will the City offer to assist with transportation?**

All City interns are eligible for a free MTS Pronto transit pass.

**Are participants eligible for mental health, medical, and dental benefits?**

Participants can utilize the City's Employee Assistance Program for mental health services. Medical and dental benefits are limited to full-time employees; as such, interns are not eligible.

**Will the program offer flexible hours so students can attend school?**

Yes, the work schedule hours can work around student schedules. We also offer remote positions, where possible, to enhance flexibility.

**Will the program assist in setting up checking accounts for participants who may not have one established?**

Yes, the City's financial partner Cal Coast Credit Union will be available during onboarding to assist with creating checking and savings accounts.

**How do students apply?**

Visit <https://www.sandiego.gov/employ-empower> to complete an application.