

# CAREER BOUND

2019

Final Report

Prepared by: Anna Pearl Johnson  
McMinnville WORKS Internship Career Bound Coordinator  
McMinnville Economic Development Partnership

# Stats Report

In 2018, the McMinnville Economic Development Partnership received a joint grant from The Ford Family Foundation and The Oregon Community Foundation. As part of the grant, MEDP acquired funds to develop a workforce program focusing on high school students and recent high school graduates. The Workforce Pipeline Project, now called Career Bound, was formed as a pilot program to address the significant opportunities for emerging entry-level workforce members into the skilled-trade industries in the McMinnville area. Our program aims to place young adults into full-time summer job positions that can then lead to long-term careers without the requirement of a college education.

24

Google Form applications were submitted.



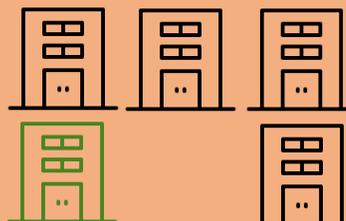
6

Interns were hired.



8

Companies agreed to participate in the program.



4

Companies hired interns.



5

Interns will be continuing on as employees at their respective jobs after Career Bound ends.



## Participant Reflections

“This program has made me realize that local companies hire based on who you are as a person, not necessarily the degree you have, which is quite an eye opener. Career Bound as a whole has been just that: an eye opener.”

- Kyle Bertagna, NW Rapid Intern

“As a business owner, I really enjoy working with young people that are excited about moving into the next phase of their lives and careers. Career Bound has connected me with the emerging workforce.”

- Ben Fackler, Owner of Fackler Construction

“Career Bound matters because young adults need industry interaction. If not to get their names out and find their people in the business world, it is to view how our economy is advancing and picture where we fit in that expanding world. It provided me with a new point of view. I can visualize my place in the economy, specifically the marketing industry, because I have experienced all the working parts that create the bigger picture.”

- Bevin Schrag, Online NW Intern

“When I went to the first meeting for Career Bound I thought the program was going to be boring but I was completely wrong. You took 6 kids who weren't friends, had them work together and develop new skills, creating a natural transition from student to adult. We bonded because we had one common goal, to be the best interns possible. Two months later, we're all good friends.”

- Marckus Smith, Solid Form Intern

“Career Bound has enriched my summer and my life.”

- Hayden Meek-Avedovech, Online NW Intern



# Sample Timeline

## October

- Meet with 15-25 local companies to learn about their workforce needs
- Meet with local high school Career Centers to learn about pre-existing workforce entry programs
- Build contacts to unconventional high school populations (homeschooling co-ops, private schools, homeless students, etc.)
- Meet with Skilled-trades high school teachers to learn about what students are looking for in employment opportunities

## November

- Procure 5-10 host companies committed to participate in interviewing/hiring
- Determine specific job positions available
- Create marketing materials to advertise each position
- Present Career Bound opportunity in classrooms to students directly
- Open early bird applications
- Begin forming an industry-led steering committee of non-partisan individuals

## December

- Create a summary of knowledge gained
- Solidify steering committee members
- Host first steering committee meeting

## January

- Open application
- Boost marketing
  - o Social media
  - o Flyers in businesses where parents might work
  - o Flyers in all participating businesses
  - o Have participating businesses post to social media if applicable
- Present application opening in local classrooms to students directly

## February

- Create and distribute press release about program
- Continue marketing efforts for application phase
- Create career ladder template for participating companies
- Host steering committee meeting

## March

- Plan for open houses/career fairs at local high schools
- Create marketing swag to hand out
- Begin planning for a “Pre-Employment Training Conference” or Program Orientation
- Begin redistributing qualifying applications to companies to set up interviews
- Solidify internal tracking system for which participants are interviewed/hired by which companies

## April

- Run open houses/ career fairs at local high schools
- Communicate daily with host companies hiring departments
- Continue accepting and distributing applications
- Create summer budget

## May

- Have Intern Program Coordinator begin working
- Close application deadline
- Host steering committee meeting
- Establish final intern participants and host company supervisors
- Create a feedback system/process for interns
- Acquire all guest speakers for Training Conference/Orientation

## June

- Create “Welcome Packet” binders for incoming interns
  - o Contact Sheet
  - o Useful documents
  - o Industry Connections
  - o City Guide
  - o Photo Release forms
  - o Intake Assessment Survey
- Host a Training Conference/Orientation
- Interns begin work at host companies
- Reach out to last year’s interns for updates on their careers

## July

- Visit host sites to interview/photograph interns for “Meet the Intern” articles
- Write and distribute “Meet the Intern” articles

- Collect midway survey feedback from interns and supervisors
- Create and distribute press release for Training Conference/Orientation
- Plan a networking event for interns to connect with industry leaders (Chamber of Commerce breakfast, community engagement, volunteering, etc.)
- Plan educational gathering for interns to attend (Community event, Meet a CEO, tour a local business, etc.)
- Develop plan for culmination of program

## August

- Reach out to local businesses asking for donations of swag to give interns at culmination
- Create T-Shirts to give out at culmination
- Plan additional gathering for interns (Community event, Meet a CEO, tour a local business, etc.)
- Host final steering committee meeting
- Host program culmination
- Create comprehensive write up on the program
- Create executive summary of the program with current year's stats report

# Key Partners

The Oregon Community Foundation and The Ford Family Foundation via the Oregon WORKS Grant

## Steering Committee:

- Deven Paolo, Owner/President, Solid Form
- Kathy Tate, CEO, Online NW
- Carl Peters, General Manager, Recology
- John Dietz, General Manager, McMinnville Water & Light
- Ben Fackler, Owner, Fackler Construction
- Melissa Summerfield/Scott Fields, Plant Manager, Organic Valley

## Host Companies:

- Solid Form
- NW Rapid
- Fackler Construction
- Online NW

## Training Conference Guest Speakers:

- Deven Paolo, Owner/President, Solid Form Fabrications
- Dave Rucker, Harvest2Home Coordinator, YCAP
- John Dietz, General Manager, McMinnville Water & Light
- McMinnville Water & Light Staff
- Tayler Brisbin, Comm./Events Manager, McMinnville Downtown Association
- Eric Yeaple, Operations Manager, Online NW
- Corbin Brown, Employee, Fackler Construction
- Kristi Mackay, Assistant Director of Career Advising, Linfield College
- Kitri McGuire, Marketing Manager, Visit McMinnville
- Ben Fackler, Owner, Fackler Construction



Thank you!

