

Internship Program - FAQ

McMinnville WORKS is an industry-driven initiative to “**Grow our Own**” workforce.

For years, the McMinnville Economic Development Partnership (MEDP) had been hearing about the critical workforce shortage from our local companies. In 2013, we made a commitment to a **Grow Our Own** workforce initiative. In partnership with industry leaders, MEDP developed the **McMinnville WORKS Summer Internship Program** to grow and attract talent in McMinnville. After a pilot in 2013, we launched a full program in 2014. Expanding on this concept, in 2019, MEDP began the **Career Bound Internship Program** to focus development in McMinnville’s skilled trades workforce and build work experience opportunities for youth from Yamhill County. MEDP continues to evolve our workforce programming to meet the needs of our business community.

What is the MEDP McMinnville WORKS Internship Program?

The summer program is a 9-week paid, project-based internship for, but not limited to, young professionals entering, in, or graduating college. The host site hires and manages their intern. MEDP is responsible for the marketing, recruitment, application process, calendar development, intern welcome packet, facilitation, coordination, media relations, and data collection. MEDP produces weekly Professional Development Workshops for the intern cohort that is considered paid time by the Host Site.

What is the MEDP Career Bound Internship Program?

With Youth Development Division Future Ready Oregon funding, the Spring 2023 program targets priority population youth matched to paid work experience opportunities within the fields of manufacturing, healthcare and technology. Selected hosts with related internships in these fields will be selected to receive a wage subsidy provided through the grant. Traditionally Career Bound Internships are fully paid by the employer, just like McMinnville WORKS.

The intent of the Career Bound program is to support our emerging workforce in skilled trade and career potential work and in fields that do not necessarily require secondary education. MEDP will continue to work with Host Sites who do not meet the Spring 2023 grant criteria to match youth ages 14-24 with project based paid internship opportunities at their place of business as requested and with the host sites ability to pay at least minimum wage.

The host site hires and manages their intern. MEDP is responsible for the recruitment, application process, calendar development, intern welcome packet, marketing, facilitation, coordination, media relations, and data collection. Through the Spring 2023 grant offering, essential skills training will be provided to the youth interns and reinforced by their work at the host site.

How is MEDP involved?

MEDP coordinates the business recruitment, intern application process and host site mentoring. MEDP hires an Intern Coordinator, who will be responsible for communication among all the interns, checking in with host sites, coordinating the professional development workshops as well as other internship duties. The Internship Coordinator will also be profiling all of the interns and their experience with the program and time at your company. It's a wonderful opportunity for marketing and cross promotion. MEDP is available for any questions or additional support a company may need throughout the entirety of the internship. Be on the lookout in late May for e-mails and outreach coming from MEDP's Internship Program Coordinator.

Where are the interns coming from?

McMinnville WORKS Interns are recruited from all over the area, including but not limited to all area high schools, Linfield College, Chemeketa Community College, George Fox University, PCC, OSU, UO, and others throughout the west and U.S. via the Handshake platform, Cat Connect, Grad Leaders and more. Interns are not required to be in school. Career Bound youth are recruited from throughout Yamhill County.

How does a company hire an intern?

This internship is designed to fit the needs of a company AND the interns. MEDP manages the intern application process and assembles the candidate packets. Each company interviews their top choice candidates and hires the intern directly. Ultimately, **hiring an intern is the company's choice**; no host will be forced to hire an intern if there is no one that fits the needs of that company. **All interns must be hired, preferably by May 1 for the McMinnville WORKS program.**

What is the Return on Investment (ROI)?

While the specific ROI will depend on the project parameters and other factors, this internship is designed not only to mentor youth in their career development, but also allows the host sites to complete much-needed projects. We've often heard that it is a "win-win" for both host and intern. MEDP captures the story throughout the program and offers business exposure through social media platforms and other marketing engagement with both intern and host supervisor.

How much will it cost?

The interns will be paid by the host site *at least* minimum wage for the duration of the 9-week program, which equals approximately \$4,860 (\$13.50 x 40 hours x 9 weeks), as well as be responsible for a \$300 participation fee to cover program administration for the McMinnville WORKS program. Rate of pay varies by Host Site and position offered.

To note: Oregon State Minimum wage increases July 1, 2022-:

Non Urban=\$12.50, Standard=\$13.50 and Portland Metro=\$14.75

[BOLI Oregon Minimum Wage](#)

If employing a minor, **[BOLI Child Labor Information](#)**

[Student Learner Program](#) for work experience and training offerings

What does a host site need to provide?

Hosts provide a project-based work plan designed to allow learning for the intern while filling a business need. The company provides a staff member who is available for guidance and questions as the intern's mentor. Finally, interns need to have a place of their own to land and materials to get their job done (i.e. desk, chair, workbench, computer, equipment, paper, pens, etc. or clear expectations about remote working opportunities).

What is the time commitment?

The program runs approximately from mid-June to mid-August. These full-time (32-40 hours) internships run the duration of the nine weeks. The intern's hours can be adjusted to a company's specific needs. While the interns will be full-time, there will be a few hours once a week where the interns will not be available to work on projects, ***but will still be paid for those hours*** (i.e., they will be at a weekly professional development seminar at another location for a couple of hours). The intern could also start before and/or end after the 9-week program. It is up to the company.

How does MEDP structure the weekly Professional Development Workshops?

The interns are asked to attend a professional development workshop each Wednesday morning of their internship. You'll receive an e-mail with a schedule of sessions from our Intern Coordinator. The Workshop topics are developed by our Intern Coordinator with input from the MEDP Staff, as well as feedback from past intern cohorts and host sites. Workshops are taught by hosts or community leaders. The session topics vary but might include Workplace Expectations, Communication and Marketing Yourself, Project Management, Professional Presentations, Civic Engagement, LEAN 101, Leadership, and Finance. The sessions include company and community learning and networking opportunities.

What does it take to host a Professional Development session?

The host can provide any or all of the following: the meeting location* (at or outside a business), any session materials, a speaker (presenters can be from a company or sourced outside. MEDP can help recruit speakers or develop a session to be held at your place of business as well. Providing snacks is encouraged but not required.

*In 2020 we had a mixture of outdoor in-person gatherings, and virtual sessions held via Zoom.

LEARN MORE

McMinnville WORKS Program overview -

<https://www.McminnvilleBusiness.com/mcminnville-works-internship-program>

Career Bound Program overview -

<https://www.McminnvilleBusiness.com/career-bound-program>

QUESTIONS

Heather Hadley Blank, Deputy Director

MEDP

Heather@McMinnvilleBusiness.com

971.241.8777