

CHIPS

Citywide Hamilton
Internship Program



PROGRAM GUIDE



2021-2022

MISSION

The mission of CHIPS is to become a conduit that connects companies and untapped talent from historically underserved populations. Through internships, workforce education and leadership experiences we create pathways to career opportunities, workplace development and cultural integration for more diverse and productive companies.



VISION

Our vision is to become a premier organization that connects and educates both businesses and people of color to maximize workforce talent and create greater equity for historically underserved populations.



CREATING PATHWAYS

CHIPs is designed to reduce barriers & create pathways to directly connect minority residents to Hamilton businesses & organizations. CHIPs is a collaboration of Hamilton-based companies and organizations that have joined forces to create local opportunities for people of color.



ABOUT THE PROGRAM

The program will place participants age 16-30 into 12-week long internship programs at businesses in a variety of sectors, including healthcare, manufacturing, logistics, and more. Participants will work 15-20 hours per week for an hourly rate of \$15, and receive support & ongoing training during the program.



HOW CAN YOU GET INVOLVED?

HOST

We are eager to place participants age 16-30 into 12-week long internship programs at businesses in a variety of sectors, including healthcare, manufacturing, logistics, and more. Participants will work 15-20 hours per week for an hourly rate of \$15, and receive support & ongoing training during the program.



PARTNER

If you believe you can offer a meaningful position and would like to have an intern placed within your organization or company, but cannot currently meet the the base salary, please reach out to us about our Easterseals partnership to help supplement a position.

DONATE

If you are unable to accommodate an internship, you can still support the program through a donation. All funds donated are tax deductible, and will be used to help supplement the salary cost for the interns. Please visit our website at www.chipshamilton.com to contribute directly to the CHIPS fund through the Hamilton Community Foundation.





EMPLOYER AGREEMENT

OVERVIEW

The Citywide Hamilton Internship Program (CHIPs) places local minority participants aged 16-30 into a 12-week long internship with local companies. Participants will work 15-20 hours per week for an hourly rate of \$15, and receive support and ongoing training from CHIPs advisors.

BENEFITS

- Increased access to recruit new talent from untapped communities in Hamilton.
- Create a pipeline of talent to make future recruiting efforts simpler.
- Gain access to a pool of talent previously vetted by CHIPs.
- Recruit an intern with business savvy and an understanding of proper workplace etiquette.
- Become leaders in the area of diversity & workforce development and have the opportunity to connect with other employers.
- Help shape the future of Hamilton by empowering tomorrow's leaders through skills building and career advancement.

YOUR COMMITMENT

- Create a job description to involve the intern in engaging, meaningful work that will help them develop industry-specific skills and explore future career opportunities in the industry.
- Commit to the program for a minimum of 3 years.
- Assign a mentor to the intern to help navigate your company work environment and culture.
- Pay \$15 per hour (or minimum 66% if needed).
- Provide weekly feedback to both the intern and CHIPs advisors.
- Commit to critically examine diversity in your organization and exploring ways to increase diversity going forward.
- Provide an interview to your intern(s) for an appropriate skill-level job opening at your organization, when available.

OUR COMMITMENT

- Provide workplace development and leadership skills.
- Provide interpersonal skills training (e.g. verbal and written communications, problem-solving, and conflict resolution).
- Develop and sharpen business acumen of interns.
- Provide real-time career coaching. Serve as a partner to create a diverse and qualified labor pool.
- Provide aftercare in the form of continued education or certifications.

NEXT STEPS

1. Commit to creating 1-4 internships per year.
2. Provide us with a job description & contact person.
3. Interview candidates for internship placement.
4. Attend intern orientation

CHALLENGES EMPLOYERS FACE

Hiring candidates with less than perfect backgrounds can be challenging, the CHIPS program allows a preview of a potential employee's character, skills and work ethics. CHIPS can alleviate some of the barrier a candidate may have i.e. inadequate clothing, logistical obstacles, and other problematic areas. We can tap into our partnerships with YWCA, BCRTA, LifeSpan and Easterseals to find creative solutions to complex issues. Contact us for details.



JOIN US, APPLY TODAY!

WWW.CHIPSHAMILTON.COM

OUR PARTNERS

