



Introducing Youth to American Infrastructure, Inc.
("Iyai")

www.iyai.org



Dr. Juanita Jones-Abernathy
A lifetime of extraordinary public service
(Deceased and a beloved Founding Board Member)

Iyai "Community-Builder"
Internship Announcement Guidelines
(Applications Due February 28, 2022)

ABOUT "Iyai" – Join Us in the Inland Empire ... our Mission is to educate, inspire, and actively engage today's youth to become tomorrow's infrastructure leaders, innovators, skilled workforce, and entrepreneurs.

We believe that our Nation's critical infrastructure services and facilities – **like transportation, water, energy, and communications** – to name a few -- **directly impact all aspects of our lives, communities, and society.**

Introducing Youth to American Infrastructure, Inc. ("Iyai") is a national nonprofit located in the California Bay area with the goal of working to address the high-risk next generation workforce development challenges facing our nation's critical infrastructure sectors. This is a challenge of serious proportions for our country -- ***people of color, women, and our most vulnerable youth*** – who continue to be ***significantly under-represented across our nation's critical infrastructure sectors.***

Unlocking this untapped potential presents a big opportunity to invest in a 21st century infrastructure and economy that is ***sustainable, resilient. smart, inclusive – and, beneficial to all people and communities.***

For additional background information re: our organization and programs, please go to: www.iyai.org.

Status: Iyai+ Student Internship (Independent Contractor Status).

Application Period: January 31 - February 28, 2022; Selection planned to be completed by March 28, 2022.

Submission: Submit Completed Applications electronically to the following link:
<https://forms.gle/TcJWpL48sbTgqpCi7>
If you require assistance, please email isaiah@iyai.org for further support.



Period of Performance: April 1, 2022 – December 1, 2022.

Location: A predominantly virtual online working environment (home and/or schools-based anticipated), with some in-person presence at meetings in the Inland Empire/San Bernardino County, depending upon COVID guidance and restrictions.

The working environment will require **digital proficiency, internet access, and experience using remote videoconferencing meeting platforms, i.e., ZOOM, WebEx, Microsoft Teams, Google;** technical support updating content for Iyai's Moodle Learning Management System (LMS), (*LMS training will be provided on the Moodle platform*); and virtually supported small group work sessions. [NOTE: Iyai's corporate office is in northern California; Pacific Time Zone.]

Time Commitment: 20 hours per month (approximately 5 hours/week).

Compensation: \$20.00/hour (*recipient(s) status is as an Independent Contractor; personally responsible for payment of all taxes*); **Bi-Weekly Direct Deposit Payment** (*weekly timesheet/projects status required*).

General Eligibility: **Young Adults 18 – 24 years of age;** Inland Empire residents / San Bernardino Valley College (SBVC) student – regardless of residency. Based on record of attendance, special consideration will be given to San Bernardino Valley College (SBVC) students who participated in the **SBVC/Iyai “Gateway to Opportunity: Infrastructure Career Awareness” Lecture Series (September-December 2021)**; other school/community-based programs with an economic/social justice, sustainability/climate justice, clean energy/career technical educational mission; and/or focus on youth of color, gender equity, at-risk/opportunity youth programs.

We are also always open to consider compelling life experience, specialized experience, and other directly relevant factors as offsets to stated qualification guidelines. [NOTE: Applicants selected as interns must be legally authorized to work in the United States; and provide evidence of COVID vaccination.]

Important Success Skills: Good **interpersonal skills** working with others -- ability to work independently and in a small group (peers, Iyai program participants, partners, and supervisors) – a **proactive, “can do” attitude**. **Dependability**, meet due dates for individual and team assignments with **minimal direct supervision**; successful experience working in a **remote telework environment (home or schools-based anticipated during this internship period)**. Overall **digital proficiency** (Microsoft 365, Power point preparation, preparation of graphic presentations, familiarity using ZOOM/other videoconferencing platforms, familiarity with Learning Management systems like Canvas/Moodle), good **overall communications skills** – verbal and written communications; familiarity and comfort with using **social media**. Language proficiency in multiple languages, sign language – a plus.

HIGHLIGHTS OF INTERNSHIP RESPONSIBILITIES

Support lyai/partners' programming **under the general direction of the lyai CEO (or, designee)**. While lyai's scope and programming is national, ***priority for these internships will be to support lyai/partners' programming in the Inland Empire/southern California region.***

- Participation in a **weekly virtual team meeting – every effort will be made to reach consensus on a regular meeting time** that works best (team meetings will also be recorded).
- **General:** Provide **lyai Youth Program coordination/development/implementation support *in the Inland Empire – with priority to: San Bernadino Valley College Programming, and lyai partner organization activities/ events in the Inland Empire. (virtual/hybrid/in-presence environment depending upon COVID-guidance)***. Activities to include “equity-centered” research re: aligned IE/southern California youth organizations (Advisory Groups/Councils), Student/youth leadership, Opportunity Youth Programs, non-profit/community-based organizations and educational/apprenticeship programs/events; major employers; external communications support -- media/social media/publications; prepare an Annual Calendar of Events. lyai representation at “local” mission-aligned meetings/events – primarily virtual participation (COVID safety guidance will prevail).
- Assistance with **development of three (3) major initiatives:** (a) **A “JUST” Normal:** Re-Imagining” 21st Century Youth-Inspired Infrastructure” (a scalable; replicable program) – pilot a Hackathon/Innovation Challenge; (b) **“Youth VOICE”** – recommendations/action plan to pilot an IE/Southern California YOUTH “Community Builders” network, i.e., lyai clubs (scalable, replicable, leverage what exists); (c) **United Infrastructure Week**, May 16-20, 2022 IE/Southern California Youth Program.

REQUIRED APPLICATION REQUIREMENTS:

(1) ESSAY QUESTION: “WHY Are You Interested in this Internship Opportunity and Feel that You are a Good Candidate?”

Your written response should be thoughtful and outline WHY you are interested in this Internship. And show your consideration of lyai's mission, goals, and work. And the **“Important Success Skills”** highlighted in the preceding section.

We also want you to be specific regarding your overall **Digital/Language/Social Media Proficiency** (as referenced above). So, your response must include **your personal assessment of your level of digital proficiency/familiarity**, i.e., Very Good, Good, Satisfactory, Beginner – Microsoft 365, videoconferencing platforms such as ZOOM, video editing software – such as WeVideo, iMovie, or similar app; familiarity and use of social media – such as Instagram, Twitter, LinkedIn, TikTok.

The written essay is “required” and should not exceed 10 pages in length -- typed, double-spaced and one-sided; 12-pt font size. You may also include a few samples of your work, i.e., pictures, short video, a program/project description – the samples are “optional”.

Other areas to include in your essay, (please include any others in terms of your “lived” and/or “learned” experience that you feel are relevant):

- **Educational background, school-based extracurricular and/or volunteer/community service activities; employment/work history, personal career interests and goals;** “lived” and/or “learned” experiences with infrastructure services/impacts that have deeply impacted your life/household/community; work (volunteer or paid) with youth of color, young women, at-risk/opportunity youth – all historically under-represented in the infrastructure sectors.
- **Participation in a STEM/STEAM Program; pre-apprentice/apprenticeship Program; youth education/community service programs;** community-based and serving organizations with a focus on assisting under-served/under-resourced people, households, communities. Work-study environments (including with other students) that require teamwork, considerable independent work (with minimal supervision), and good communication skills.
- **Other Work/Volunteer experience (paid or unpaid); or notable personal/ household responsibilities** that you would like to share which you feel are relevant to Iyai’s mission and work.

(2) OFFICIAL EDUCATION SCHOOL TRANSCRIPT/INDUSTRY-RECOGNIZED CERTIFICATE(S) – most recent two (2) years; GPA average.

(3) THREE (3) REFERENCES – a list of three (3) references and their contact information – **include an e-mail/telephone contact number;** and their relationship to you (no relatives), i.e., teacher, employer, mentor (references will only be contacted for shortlisted candidates).

(4) We “MAY” conduct virtual interviews of a “final” applicant shortlist. If that occurs, it will likely be the week of March 21st.

(5) We plan to have an “Onboarding Session” on Friday, April 1st (or before).

Immediately Upon Selection: Iyai+ payments are handled by **direct deposit.** A copy of IRS **Tax Form W-9** and the financial services/banking information necessary to authorize establishment of the direct deposit will be provided directly to Iyai’s Accounting Service.

We also require an executed **Independent Contractor Acknowledgment and Release Form** for use of photos, videos, materials for Iyai mission/educational purposes.