

Angela D. Alsobrooks
County Executive

Talent Pipeline Program Internship Opportunities

Information Session

Office of Human Resources
Office of the County Executive



Discussion Areas

- Talent Pipeline Program
- Internship Opportunities
- Position Details
- Benefits of this Opportunity
- Participant Expectations
- Interested? Next Steps
- Questions?

Talent Pipeline Program

The **Youth@Work/Talent Pipeline Program**

- Offers temporary and permanent opportunities for young adults ages 18 – 22 within Prince George's County Government agencies and local businesses.
- Extends employed beyond the 6-week Summer Youth Enrichment Program period.
- Retains strong talent in roles that would support the Prince George's County Government.

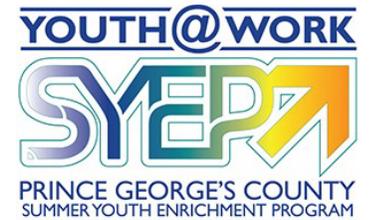
Internship Opportunities

| Office of Human Resources Management | Office of the County Executive |
|--|--|
| 11 Internship Opportunities | 17 Internship Opportunities |
| <ul style="list-style-type: none">• SYEP Support Team (5)• Call Center Representative (3)• Communications, Graphics & Website Support (1)• Information Technology Support (1)• Learning & Professional Development Support (1) | <ul style="list-style-type: none">• Data Entry & Clerical Support (12)• Summer Passport Program Support (3)• Broadcast Journalism Intern (2) |



SYEP Support Team Position Details

- **Summer Youth Enrichment Program Support Team (5)** - (In-person and Remote Work) – Interns who have a desire to work in the human resources management field are needed to provide administrative support for the program. Interns must be comfortable making telephone calls to youth participants/parents, service vendors and program partners.
- **Call Center Representatives (3)** - (Remote Work) - Interns with excellent customer service and oral communication skills are needed to address callers' questions regarding the Summer Youth Enrichment Program. There will be times where the calls will be high volume.



Angela D. Alsobrooks
County Executive

OHRM Support Position Details

- **Communications, Graphics and Website Support (1)** - (In-person and Remote Work) - Intern is needed who has excellent written and oral communication skills and is experienced in the development of promotional materials, website design, and communication.
- **Information Technology Support (1)** - (In-person and Remote Work) – Intern is needed who has some knowledge and great interest in assisting with primary help desk solutions, in office computer set up and inventory. May also assist with projects, development of forms and other IT related functions.
- **Learning and Professional Development Support (1)** - (Remote Work) - Intern who has a strong desire to work in the human resources management field are needed in the Learning and Professional Development to assist with the update of the Learning Management System and answer employee questions about the system.



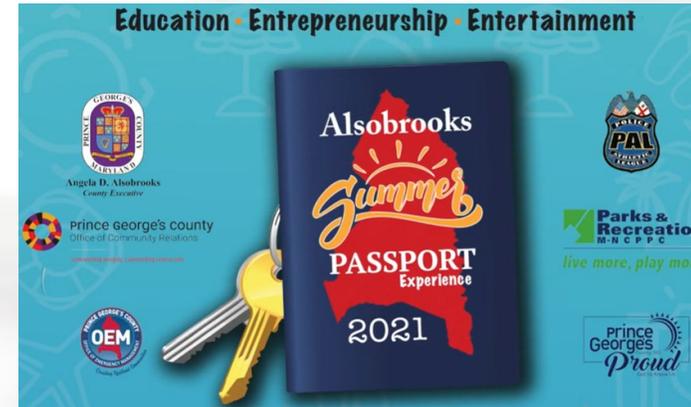
Stand Up & Deliver Position Details

- **Data Entry & Clerical Support (12)** - (In-person & Remote Work) - Interns who can work independently and are detail oriented are needed to enter information from handwritten documents to an Excel spreadsheet.



Summer Passport Program Support Details

- **Summer Passport Program Support (3)** (In-person and Remote Work) - Interns who have strong leadership skills and attention to detail are needed to work with the Stakeholder Engagement Division of the Office of the County Executive in a variety of administrative and team lead responsibilities. Interns will complete data entry generated from vendor check-in calls, sponsorship recruitment packets, and family/youth participant inquiries; aggregate data and in some cases, create new Excel spreadsheets to capture further reporting. Interns will perform site visits and chaperone events and will serve as a team lead to a group of youth participants in the summer program.



Broadcast Journalism Intern Details

- **Broadcast Journalism Intern (2)** - (In-person Work) - Interns who have an interest in broadcast journalism to support a Prince George's-focused podcast that will also be featured on CTV. Highly motivated candidates should have an interest and experience in podcast production. Experience in television production would be an added bonus. Interns will work on production of the podcast, under the guidance and instruction of Prince George's Community Television (CTV) and Office of the County Executive Communications staff.



Angela D. Alsobrooks
County Executive
"Growing Prince George's Pride"



Benefits of this Opportunity

- Start working now!
- Earn - \$15/hour
- May lead to a permanent opportunity
- Develop new skills
- Gain invaluable work experience
- Strengthen your resume'
- Build a network of County employees





- **Attendance** – Report to work on time and be prepared to take on the day. Let's go!
- **Attitude** – Providing service is our mission. Be pleasant to colleagues and customers.
- **Attentive** – Keep your eyes and ears open. Be aware of what is happening on your team and with your projects.
- **Ambition** – You do not always need to be asked to offer your assistance. Be willing to learn and follow instructions. Offer to help when you see that there is a need.
- **Acknowledge** – Each position is essential to the greater goal. Know the value of your work and do your part to support the team.
- **Accountability** – Perform your assigned work to the best of your ability. Be willing to stand by the work that you have done.
- **Appreciation** – Smile and be thankful! This is an opportunity for you to learn and grow.

Interested? What's Next

Apply

- To apply: <https://www.governmentjobs.com/careers/pgc>
- Attach a copy of your resume.
- Review the application before you submit it.

Interview

- Applications will be screened by the Hiring Managers.
- Selected candidates will be contacted and interviewed.
- Everyone will not be granted an interview.

Selection

- Interviews do not guarantee selection.
- Hiring Manager will select and Onboard the candidates.
- Selected candidates will go through Orientation.



Questions?

