

WHAT IS NYC LADDERS FOR LEADERS?

Ladders for Leaders is a nationally recognized program that offers high school and college students the opportunity to participate in paid professional summer internships with leading corporations, non-profit organizations and government agencies in New York City.

WHO IS ELIGIBLE?

To be eligible for Ladders, you must meet the following requirements:

- Be a high school or college student between the ages of 16-21
- Have a minimum grade-point average (GPA) of 3.00
- Be a permanent resident of one of the five boroughs of New York City
- Must have prior work experience, either paid or volunteer
- Be legally allowed to work in New York City

HOW DO I APPLY FOR LADDERS FOR LEADERS?

Fill out the application online at <https://application.nycsyep.com>. Then submit it electronically to the Ladders Provider of your choice. Applicants can apply to any of the authorized Ladder Providers regardless of their borough of residence. Review the list of required documents and have them ready (see Required Documents Checklist). You do not have to submit any required documents to the Ladders Provider until you have been selected for a job.

WHAT IS A LADDERS PROVIDER?

Ladders for Leaders is operated by Community Based Organizations. They provide application intake and enrollment, pre-employment training and job placements for the Ladders Participants that are part of their program. They are the only organizations to which you may submit your Ladders application. When you apply for Ladders, you will have the opportunity to select the Ladders Provider that you would like to work for.

WHEN IS THE DEADLINE TO SUBMIT MY APPLICATION?

Applicants must submit copies of transcripts, proof of college enrollment (if applicable), and their completed applications **NO LATER THAN 11:59 p.m. (EST) on February 28th, 2021** to one of two (2) participating Community Based Organizations. Applicants can apply to any of the authorized Ladder Providers regardless of their borough of residence.

- Samuel Field Y (Formerly known as Central Queens Y) –Training held in QUEENS & MANHATTAN, internship placements are citywide
- PENCIL, Inc. –Training held in MANHATTAN, internship placements are citywide

WHAT IS THE APPLICATION PROCESS?

There are three phases to the application process:

1. Application
2. Pre-employment workshops and mock-interviews
3. Interviews with potential Employers

Participants selected into the program must complete each of the three phases. Failure to complete or attend mandatory program events will result in dismissal from the program.

WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

All applications will be reviewed for eligibility. Those accepted into the program will be contacted by email to attend the pre-employment program virtually. **YOU MUST** attend all pre-employment events in order to be referred to a partnering company for an interview for a possible internship. Please keep in mind that submission of an application does not guarantee acceptance into the NYC Ladders for Leaders program or placement in a summer internship position.

HOW LONG IS THE PRE-EMPLOYMENT TRAINING AND WHAT DOES IT ENTAIL?

Depending on prior work experience, participants must attend up to 30 hours of unpaid pre-employment workshops at the provider's discretion any time before the start of internship. Pre-employment training provides Participants opportunities to explore career interests and help them become familiar with the education and training requirements for different types of jobs.

WHICH COMPANIES HAVE PROVIDED INTERNSHIP OPPORTUNITIES FOR PROGRAM PARTICIPANTS?

Some examples of businesses that have participated in Ladders providing internship opportunities include Amalgamated Bank, KPMG, Morgan Stanley, Bloomberg, Neuberger Berman, Statues Cruises, Tishman Speyer, Medidata and various City Agencies including NYC Department of Design and Construction, NYC Department of Health and Mental Hygiene and NYC Department of Information Technology & Telecommunications (DOITT).

To see full list of partners, please check out the 2019 Ladders for Leaders Annual Report at https://www1.nyc.gov/assets/dycd/downloads/pdf/2019Ladders_for_Leaders_Annual-Summary.pdf

WHAT TYPE OF WORK WILL I DO AS AN INTERN?

Internship tasks and responsibilities vary based on the employer. Some tasks past Ladders interns have worked on include, but are not limited to, marketing, database maintenance, event planning, sales, external communications, research, data analysis and operations management.

WHAT TYPE OF SKILLS ARE EMPLOYERS LOOKING FOR?

Job descriptions will vary for each employer. Prior to any interview, the Community Based Organization you will be working with will provide information regarding the skills required by hiring employers.

CAN I CHOOSE WHICH EMPLOYER I WANT TO INTERVIEW WITH?

During the pre-employment training, your provider will have the opportunity to learn more about your career interests and goals, and will use the information in deciding which company they forward your resume to or which employer you interview with. They will also consider the career options you selected in the Ladders application in determining an appropriate internship site for you.

WHEN WILL LADDERS START?

The internship portion of the Ladder for Leaders program is at least six weeks and will begin in the first week of July and continue through the month of August. The pre-employment program may take place at any time before start of internship at the provider's discretion.

HOW MANY HOURS CAN THE YOUTH WORK?

Depending on the needs of the employer, youth can work between 25-40 hours.

HOW MUCH DO THE INTERNSHIPS PAY?

Salaries vary. Internships pay at minimum the New York State minimum wage or higher.