



Girls Inc. of Orange County's Externship Program: *Girls Meet the Workforce* is a FREE 6-month job readiness experiential opportunity for current 9th through 11th graders. **Its purpose is to help you identify your career interests and prepare you for today's workforce.** You will strengthen your soft skills (e.g. interpersonal communication, leadership, and networking) as well as your hard skills (e.g. navigating Microsoft Office and Google applications) throughout our career-readiness programming. This is accomplished by holding in-person workshops with Program Staff. During each Development Day, there will be extensive career exploration within industries like STEM, Law, Business, and those that are underrepresented by women.

If you are accepted into the Girls Meet the Workforce Program, you will engage in a series of Development Days, a Training Week, speed mentoring workshops, networking events, and college/career panels.

What are Externships?

Our "Externs" are unique experiential learning opportunities, like internships, offered by Girls Inc. of Orange County that give you trainings to feel equipped for a workplace environment. The Externship Program partners with organizations, businesses, and firms around Orange County who will provide professional development workshops and workplace trainings February through August 2024. This is an opportunity to experience what it is like to work in a successful company while building your network with women who can mentor you beyond the scope of this program. The Externship Program is designed so you can gain critical skills in workplace dynamics, leadership development, college readiness, and career exploration through hands-on experience in an industry with female mentors.

What workforce skills do the Externs foster?

You will participate in a life-skills training program focusing on interpersonal and technical skills such as professionalism, business etiquette, written, verbal and non-verbal communication, time management, telephone, and computer skills facilitated by Girls Inc. of Orange County. You will also learn interview skills, resume/cover letter building, and how to find the career of your dreams. Some benefits include:

- Mentoring with Girls Inc. Staff
- Finding out what careers best suit you
- Being able to amp up your resume with hands-on work experience
- Networking and receiving advice from professional women
- Learning about attending college

- Learning how to manage and save the money you earn
- College and Career Panels
- Speed Mentoring Workshops from local community leaders and women in professional fields
- Access to GIOC scholarships opportunities

Absences during Development Days and Training Week

Everyone is allowed **one** excused absence. Any absences after one excused absence will be unexcused. Unexcused absences will result in no longer being guaranteed a spot in the Externship Program. Late arrivals and early departures from program days may be counted as absences if coordinator is not contacted beforehand.

Are you an Executive or an Associate?

Girls Inc. of Orange County's Girls Meet the Workforce Program is intended for 9th - 11th graders with three different experiences, based on grade level and/or years in the program.

Executive Level - 11th Grade : As an 11th grader Executive, participants receive a four-week summer placement with a local Orange County company throughout the month of July. Executives are supported in preparation for their placements through monthly development workshops, students at the Executive level will develop interpersonal and technical skills focused on networking, financial literacy, business etiquette, professionalism, and resume/cover letter building, interviewing skills, and personal branding. As an executive, students are placed with their company based on their career and workforce interests. Through their placement, executive externs are working with their host mentor to gain insight on their company, their position and network with other professionals at their host company to create sustainable mentorship relationships. Upon successful completion of the program, Executives are eligible to receive a \$300 stipend.

Senior Associate Level - 10th Grade : As a 10th grade Senior Associate, students will receive group mentoring and access to exclusive networking events with female leaders in top companies and corporations in Orange County, in addition to a summer internship placement. Through monthly development workshops, students at the Senior Associate level will develop interpersonal and technical skills focused on networking, financial literacy, business etiquette, professionalism, interviewing skills, and resume building. For a one-week time frame between June-August, Senior Associates will receive an exclusive internship placement with Girls Inc. Of Orange County by supporting one summer program. After completing a ten-hour internship with their assigned summer program, Senior Associates will be expected to attend at least 1 networking event/workshop during the month of July.

Associate Level - 9th Grade : As a 9th grade Associate, students will receive group mentoring and access to exclusive networking events with female leaders in top companies and corporations in Orange County. From February through June, students at the Associate level will develop interpersonal and technical skills focused on networking, financial literacy, business etiquette, professionalism, and resume building through monthly professional development workshops. As an Associate, students will be participating in networking events twice a week throughout the month of July. These networking events will provide students with a space to interact with a diverse group of professionals from Orange County companies in top leadership positions.

Additional 11th Grade Information

This year, 11th Graders will be eligible to receive a \$300 stipend after completion of the program. Because of the additional responsibility of having a host placement and mentorship requirements, they will be eligible to receive this stipend. To qualify for the \$300 stipend, all 11th Grade externs must successfully complete the program. Successful completion is defined as:

- Following directions and submitting required materials on-time to Girls Inc. staff and summer host organization (activities, assignments, evaluations, etc.)
- Having zero or one excused absence (unless otherwise communicated to coordinator)
- Completing the set number of hours agreed upon with your summer placement mentor
- Upholding standards of professionalism at your summer placement workplace and during Girls Inc. Externship programming

2024 Tentative Program Timeline and Required Commitments

All accepted participants are required to attend: 5 Development Days, a 5-day Training Week in June 2024, Externship Placements from July 8th through August 2nd (11th Graders Only), and the Externship Reception (11th Graders Only).

***Accommodations for participants joining after the initial start date will be made.

By applying, the applicant and their parent/guardian have read, understand, and agree that the participant will attend the following required activities:	
2024 Dates	Mandatory Commitments
<ul style="list-style-type: none"> DD1 - February 3rd & 17th, 2024 DD2- March 2nd & 16th, 2024 DD3- April 6th & 20th, 2024 DD4- May 4th & 11th, 2024 DD5- June 1st & 15th, 2024 <p>Key: Yellow=Associates + Senior Associates Green= Executives</p> <p>Location: Santa Ana College</p>	<p>Development Days</p> <ul style="list-style-type: none"> Development Days will be professional development trainings, hosted in person from 10 AM - 3 PM. Students will be required to attend one Development Day per month on their assigned day. Please see chart for reference.
<p><i>Date and zoom information to be announced.</i></p>	<p>Mentor/Mentee Training *11th Grade Only</p> <p>*Will only attend ONE of days offered and will be held virtually via Zoom; mentee will be asked to attend same-day as host company mentor</p>
<p><i>June 2024</i> <i>Exact dates to be announced.</i></p> <p>Location: Santa Ana College.</p>	<p>Training Week *All Grades 10:00AM - 3:30 PM</p>
<p>July 8th - August 2nd, 2024</p>	<p>11th Grade Externship placements</p> <ul style="list-style-type: none"> 11th grade participants will be placed with a mentor at various businesses and organizations within Orange County to complete their summer internship in the month of July. Schedule dependent on student and host mentor
<p><i>Date and location to be announced.</i></p>	<p>Externship Reception for all successful Externs, mentors, and guests *11th Grade</p>

By submitting this application, the applicant and their parent/guardian have read, understand, and agree that the participant will attend the following sessions in observance of the program eligibility requirements and commitments.

Qualifications to Apply

- Current 9th through 11th grade high school girl or girl-identifying student in Orange County
- Able to commit to the required dates and times listed in table above
- Reliable access to technology and internet to actively participate in Zoom meetings, synchronous/independent activities on Canvas, and communicate via email.
 - If you do not have access to reliable internet/laptop, please contact us at giocexternshipprogram@gmail.com

APPLICATIONS ARE LIVE:

It can be found at Girls Inc. of Orange County's link below.

English - **www.tinyurl.com/GMTW20243**

