

City of Mesquite

Summer Youth Internship Program

FACT SHEET

The City of Mesquite is funded by the U.S. Department of Housing and Urban Development (HUD) Community Block Grant (CDBG) to provide income eligible students with a paid six-week internship opportunity. The internship will allow income eligible students age 15-17 access to gain meaningful job experience beyond the classroom and the opportunity to acquire skills to secure future employment. City of Mesquite’s Community Block Development Grant Department staff will select, interview, and provide job readiness training and skill development workshops to applicants.

Applicants must be residents of Mesquite, Texas who are ages 15 -17 (As of June 11, 2021) and must verify household income and assets. All participants must attend the Job Readiness Training on June 11, 2021 to be eligible for placement and prepared to work from June 14, 2021 – July 25, 2021. **Interns will be paid \$10 an hour and are required to work up to 20 hours a week, Monday- Sunday (depending on employer).** Interested students are encouraged to complete and submit a pre-employment application to **City of Mesquite Housing and Community Development Department, 1616 N. Galloway Ave, Mesquite, Texas 75149 by Friday, April 30, 2021 by 5pm.** Interviews will take place May 10-13 and 17-18, 2021. Applicants will have the opportunity to identify what industries they would like to work in during the interviewing process.

Important Dates

*** Info Session**

Thursday, April 8, 2021
 6:00 PM – 7:00 PM
 Virtual ZOOM Meeting

*** Applications due to City of Mesquite**

Friday, April 30, 2021 – by 5:00 PM

*** Interviewing**

May 10-13; 17-18, 2021

*** Job Readiness Session at Texas Workforce Center - Mesquite**

June 11, 2021 - 9:00 AM - 3:00 PM

*** 2021 Internship Session**

Week 1 (June 14th – June 20th)

Week 2 (June 21st – June 27th)

Week 3 (June 28th – July 4th)

Week 4 (July 5th – July 11th)

Week 5 (July 12th – July 18th)

Week 6 (July 19th – July 25th)

General Job Description

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to general office labor. They are not intended to be construed as an exhaustive list of all the responsibilities, duties and skills required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provide skilled support to staff to assist in the completion of their duties and special projects as assigned.

Compose, prepare and review a variety of documents including memos, reports, forms, newsletters, social media posts, etc.; distribute prepared documents as required.

Assist company personnel with inquiries; refer problems to appropriate staff.

Perform research on various assignments as required.

OTHER REQUIRED DUTIES AND RESPONSIBILITIES

Participate in various activities, operations, projects and meetings as assigned.

Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Enrolled in a Mesquite Independent School District high school.

EXPERIENCE

Not required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Proper public contact and telephone etiquette.

Modern office procedures, methods and equipment including computer and related equipment.

English use, spelling, grammar, and punctuation.

Skill in:

Operating a variety of office equipment including computers.

Ability to:

Tactfully responds to requests and inquiries from the general public.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Organize work for appropriate and timely completion.

Work independently in the absence of supervision.

Income Eligibility

1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
\$49,850 and below	\$57,000 and below	\$64,100 and below	\$71,200 and below	\$76,900 and below	\$82,600 and below	\$88,300 and below	\$94,000 and below

**Established by Federal Guidelines. Effective April 2021*

Required Supporting Documents

COPIES of all of the following documents are required to be submitted with your application in order for the applicant to be considered:

- Parent/Guardians' photo I.D. (Driver's License/Identification Card)
- Applicant's school I.D. (does not have to be an MISD school)
- Current utility bill (proof of Residency in City of Mesquite)
- Applicant's Birth Certificate (proof of age)
- Last 2 consecutive pay check stubs (all household members who are 18 and older)
 - *If unemployed, parents must fill out an unemployment affidavit*
 - *If no income, parents must submit a notarized affidavit certifying zero income*
- Most recent report card (6-week)
- Letter of Recommendation from a teacher (please instruct teacher to email recommendation to rbutler@cityofmesquite.com or mschlegel@cityofmesquite.com)

*Please note that it is important to complete all portions of the application and submit all required supporting documents to be considered. Applicants who submit late or incomplete applications will not be considered for the internship program and will be disqualified. If you have any questions regarding the program or applications, please contact the CDBG Coordinator at 972-216-6425 or the Neighborhood Vitality Analyst at 927-216-6348.

Summer Youth Internship Program Application

Information contained herein shall be kept confidential and shall be used only for the purpose of determining eligibility in the program. **PLEASE PRINT CLEARLY.**

APPLICANT

First Name:	Last Name:	Middle Initial:
Address:		
City:	State:	Zip Code:
Cell Phone:	Home Phone:	E-mail:
School:	G.P.A.:	Grade Completed:

Parent/Guardian

First Name:	Last Name:	Middle Initial:
Address:		
City:	State:	Zip Code:
Cell Phone:	Home Phone:	Work Phone:
Email:		

OTHER INFORMATION

1. Will you be at least 15 years of age by June 11, 2021? Yes No
2. Are you a U.S. Citizen or lawfully authorized to work in the U.S.? Yes No
3. Are you related to a City: employee, elected official, or any Board member? Yes No

If yes, name of relative and relationship to relative _____

4. Will you have reliable transportation to and from your job site? Yes No

5. List most recent previous job experience, if any.

Employer:	Job Title:	Supervisor:	Phone Number:
Specific Duties:			

6. List any special skill, talents, or experiences you feel would be relevant.

HOUSEHOLD INFORMATION (Must include **ALL** household members)

	Name	Relationship to Applicant	Age	Date of Birth (mm/dd/yyyy)	Occupation
1					
2					
3					
4					
5					
6					

SCHEDULE AVAILABILITY & PREFERENCES

Internship hours range between 8 a.m. to 5 p.m. Please select your *preferred* schedule for Summer 2021.

8 a.m. – 12 p.m. 1 p.m. – 5 p.m.

Are you available to work weekends?

Yes, Saturdays only Yes, Sundays only Yes, both Saturday and Sunday No, I am unavailable weekends

NARRATIVE RESPONSES

Why are you the best applicant for this program? _____

What do you hope to gain from your experience? _____

Applications and supporting documents should be submitted in one packet to:
SYIP Staff
c/o: City of Mesquite
1616 N. Galloway Ave
Mesquite, Texas 75149