



## Employer Resource Handout

We Can Bring Work-Based Learning Experiences to Students Now  
with the Right Collaboration and Preparation

# A LETTER FROM OUR SENIOR DIRECTOR

Dear Potential Partner,

Thank you for your interest in developing an internship program with San Joaquin A+ Internships. I am thrilled about cultivating new partnerships and deeply appreciate the relationships we've built within our community over the years.

In 2025, our internship program scaled significantly—engaging 489 youth, placing 70 interns across 20 employer partners, and delivering 46 Career Building Workshops and 14 Job Site Tours. This growth reflects the increasing interest from employers seeking to invest in future talent while making a meaningful contribution to their communities. By partnering with us, companies play a vital role in shaping early career experiences, building diverse talent pipelines, and strengthening connections with local schools eager to provide real-world opportunities for their students.

Our Employer Resource Handbook provides important information about the internship process and Employer Partner support services at San Joaquin A+. This guide is designed to assist you in assessing your capacity to host and sponsor San Joaquin A+ interns. Our goal is to provide our students with meaningful internship experiences that augment their learning beyond academia while offering you access to talented student interns.

Both myself and the team at San Joaquin A+ are available to help you develop quality internship programs that are mutually beneficial to your organization and our students. I eagerly look forward to the opportunity of working with you throughout the year.

Best regards,

**Shayla Walker**  
Senior Director of Career Connected Learning  
[shayla@sjaplus.org](mailto:shayla@sjaplus.org)



# INTERNSHIPS

2024-2025

# 489 YOUTH SERVED

70 INTERNS

46 CAREER BUILDING WORKSHOPS

14 JOB SITE TOURS

## STUDENT DATA

SJA+ internships play an important role in shaping the life path of young individuals, steering them towards economic mobility.

SJA+ Interns engaged in **20+ hours of soft skills training**. They gained **120 hours of paid internship experience** with local employers, and increased their **social capital** with new professional networks and an onsite mentor.

**8,676**

Hours of paid, professional work experience logged by SJA+ interns

**100%**

of program alumni graduate high school on time

**2 out of 5**



selected interns complete a related CTE pathway. Most common pathways of selected students include:

Health Science and Medical Technology Education, Child Development, and Family Agriculture & Natural Resources Building and Construction Trades Business and Finance

### INTERN DEMOGRAPHICS:

96% Self-Identify as Students of Color

## EMPLOYER DATA

During the SJA+ internship program, employer partners tapped into the remarkable talents of interns, enabling them to make meaningful contributions across various sectors.

In museums, interns addressed staffing gaps while managing exhibits and operations. Elsewhere, administrative interns supported filing and reporting, keeping teams on track. Other SJA+ interns created tutorial videos, revitalized social media strategies, and updated marketing materials. In the agricultural and winery sectors, interns handled tasks like tissue sampling, vine scouting, and assisting with wine events and garden redesigns.

**95%**

of employers would hire their intern for a future job opening.

**94%**

Of employers said they would like to host SJA+ interns again.

**9** BIPOC-Led Organizations

**20**  
Employer Partners

**16** Women in Executive Leadership Roles

“My time as an intern this summer was doubly rewarding, because I’ve been taking classes in high school to put me on a career pathway to teaching, and this experience helped me gain important in-the-classroom experience in a deeper way.” concluded Dylan Seymour, TEACH! Academy rising senior, and internship participant. “I feel much more prepared going into my senior year with this experience under my belt, and look forward to using it to guide my applications for college and my career pathway into education.”



PRISCILLA ORTIZ  
PACIFIC HOMECARE SERVICES



“The SJA+ internship program creates opportunities for students who may not have had access otherwise, which is incredibly impactful to their personal growth, career outlook, and competitiveness - especially when compared to peers from more privileged backgrounds. Providing them with meaningful experiences through incredible partners is invaluable. Our community thrives when we invest in our youth, and this program is doing just that - helping to shape future leaders who will give back and strengthen the communities they come from.”



# San Joaquin A+ Internship Placements

San Joaquin A+ Internship Placements, set for June to July 2025, will consist of two components: Hireability Skills Training and Internships. The process begins with an application and interview stage for rising high school sophomores, juniors and seniors, overseen by San Joaquin A+. Selected interns, chosen by participating employers, will undertake a soft skills and work readiness curriculum prior to starting their internships. As the employer of record, San Joaquin A+ will handle all administrative aspects, including hiring, legal paperwork, and payroll. Participating Employer Partners will receive an invoice at the end of the internship for wages paid as a program fee.

## Internships

Interns will tackle assignments and projects, designed with the assistance of San Joaquin A+. Supervisors will guide them by giving explicit instructions and offering consistent feedback during the internship. The experience will culminate with a celebratory event, where interns will have the opportunity to share their learned insights and achievements from their respective work assignments.

## Work Readiness Skills Training

- Professional Attitude/Personal Mindset
- Time Management/Planning for Success
- Team Work Ethic/Collaboration
- Core Problem Solving
- Communication
- Social Awareness

Your Investment	Your Return
\$1,000 / Intern	<b>Added Capacity:</b> Each intern will earn \$1,920, calculated at minimum wage for <b>20 hours per week over 6 weeks</b> . San Joaquin A+ will contribute \$920/intern in wages, plus payroll taxes, worker's compensation insurance, and payroll related expenses.
8-10 hours of preliminary tasks before the start of the internship, including filling out surveys, conducting interviews, attending trainings and developing a project with guidance	<b>Talent Pipeline:</b> 81% of employers rank talent cultivation as the top benefit of career-connected learning programs. Our internships provide direct access to future professionals.
One staff member designated as primary supervisor, which includes regular check-ins and monitoring the progress of one or more interns.	<b>Community Service:</b> Joining our program allows your company to play a crucial role in providing career exploration opportunities to students. Internships offer real-world experience to students while allowing you to foster leadership skills among your early-career staff.
One hour of post-internship feedback and survey completion	<b>Local Networking and Talent Diversification:</b> Engage in networking with local businesses that share a similar dedication to broadening and diversifying our local talent pipeline. Join the 75% of employers eager to hire interns or apprentices through our program.

# San Joaquin A+ Internship Calendar 2025 - 2026

**September 1<sup>st</sup> - November 7<sup>th</sup>**

**Job Site Tours &  
Panels**

**September/October 2025**

**Job Description  
Workshop**

**January 16<sup>th</sup>**

**Deadline for Employer  
Survey & Job  
Description**

**February 1<sup>st</sup> - February 13<sup>th</sup>**

**Student Internship  
Application Period**

**March 30<sup>th</sup> - May 1<sup>st</sup>**

**Employers Conduct  
Student Interviews**

**May 11th - May 15th**

**Students Notified of  
Placement/Next Step**

**May/June 2026**

**Employer Training**

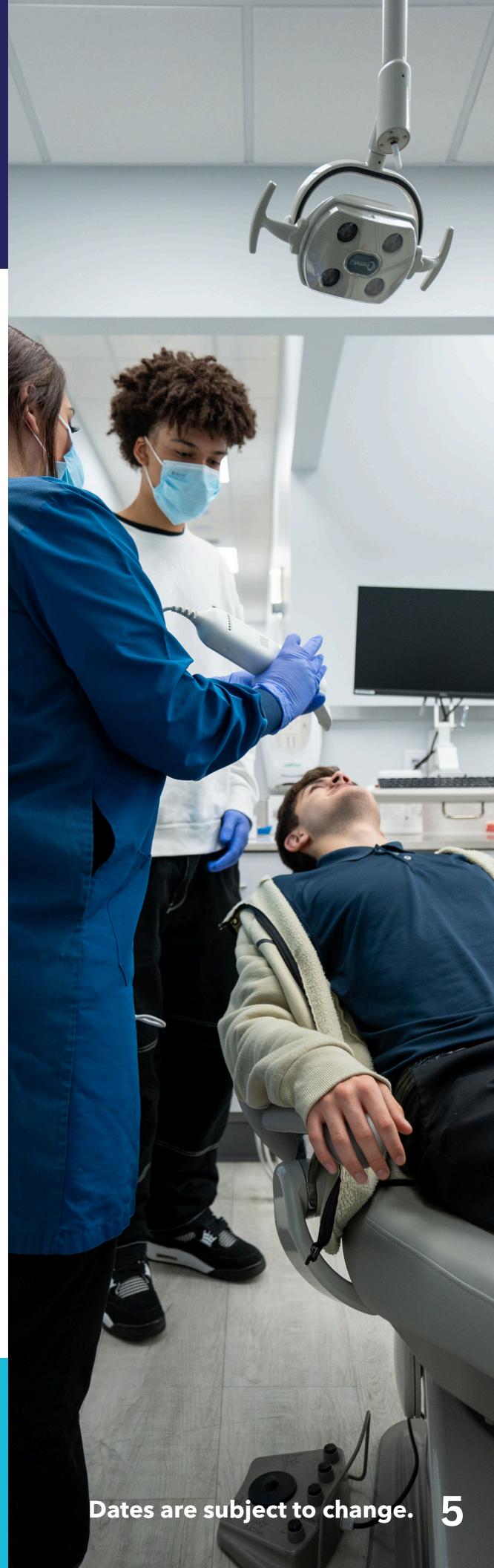
**June 15<sup>th</sup> - July 24<sup>th</sup>**

**Internship Session**

## **Contact Information:**

Shayla Walker | Senior Director  
shayla@sjaplus.org

**Dates are subject to change.**





## Sample Job Descriptions

### Agriculture

#### Job Title: Winery Cellar Intern

##### Non-Harvest Duties:

- Monthly wine sampling, topping, and inventory.
- Ensure cleanliness of cellar and lab equipment.
- Perform necessary rackings and empty barrel care.
- Open to training and criticism regarding Lodi Crush techniques.

##### Harvest Responsibilities:

- Participate in all harvest activities, expecting long hours.
- Climb ladders for wine and tank access.
- Assist with planning and work order entries.
- Daily checks on fermenting lots, alerting any issues.
- Sample and analyze new season wines as per 'Lab Analysis Protocol'.

### Healthcare

#### Job Title: Field/Office Intern

##### Field Work Responsibilities and Duties:

- Provide non-medical in-home care for children and adults with developmental disabilities.
- Engage in age-appropriate activities that enhance the individual's quality of life.
- Keep the individual safe and provide necessary support with daily living needs such as meal preparation and supervision.

##### Office Responsibilities and Duties:

- Provide administrative support to the service team.
- Handle incoming calls and other communications.
- Greet and assist individuals, in person and/or over the phone.
- Follow up with clients when necessary upon Manager's request.
- Maintain confidentiality of our clients in compliance with HIPAA.

### Education

#### Job Title: Children's Museum Programs Intern

##### Responsibilities and Duties:

- Collaborate with the Education Team in planning, writing, teaching, and evaluating on-site, digital, and camp experiences.
- Support Education staff in classrooms and throughout the Museum.
- Manage and prepare program materials inventory.
- Create and implement feedback forms to evaluate education programs.



## Sample Job Description - Generic Student Intern

### Job Title: Student Intern

#### Job Description:

We are in search of an enthusiastic and dedicated Student Intern to join our team. This role presents an excellent opportunity for a student or recent graduate to gain valuable hands-on experience in a professional setting. The intern will work closely with our team, assisting on a variety of projects and initiatives across the company.

#### Responsibilities:

- Assist with daily operations, handling administrative tasks and helping to keep the workspace organized and efficient.
- Provide support to team members on specific project tasks, including data entry, research, and preparing materials for presentations or meetings.
- Participate in team meetings, contributing ideas and insights during brainstorming sessions.
- Collaborate with various departments within the organization to understand their functions and roles better.
- Assist in the preparation of reports, presentations, and other documents.
- Learn and apply industry-specific knowledge and skills, using this internship as an opportunity to explore potential career paths.
- Contribute to social media and marketing efforts, helping to craft posts, analyze engagement data, and brainstorm new strategies.
- Adhere strictly to all company policies and procedures, maintaining a high level of professionalism at all times.
- Take on additional tasks or projects as required, demonstrating flexibility and eagerness to learn.

#### Requirements:

- Currently enrolled in or a recent graduate of a participating high school.
- Strong desire to learn along with professional drive.
- Excellent verbal and written communication skills.
- Ability to multitask, prioritize, and manage time effectively.
- Self-directed and able to work without supervision but also a good team player.
- Energetic, eager to tackle new projects and ideas, and able to adapt to changing circumstances.