

**Metropolitan
Action
Commission**



Metropolitan Action Commission Opportunity NOW is Nashville's hub for youth employment, working to provide young people ages 14-24 in Davidson County access to employment.

Opportunity NOW Summer Internships 2021

Experience Work

- Minimum age: 14 by May 1st
- Maximum age: 16
- Project-based learning in teams of 8-12 interns
- Primary contact: Jody Williams
 - Jody.Williams@Nashville.gov

High School Internship

- Minimum age: 16 by May 1st
- Maximum age: no older than 19 and still enrolled in high school
- Placed with an employer, who serves as direct supervisor
- Primary contact: Elena Hamilton
 - Elena.Hamilton@givegw.org

How to Apply:

1. Go to ON.Nashville.gov
2. Under "Apply for a Job", click on the summer job type that you want to see: **High School Internship (16-19 Year Olds)** or **Experience Work (14- 16 Year Olds)**
3. Log in or create an account
4. Read through the job titles and click on any you're interested in to read the full description
5. To be considered, press the "Click Here" button next to "Where to Apply", complete EVERY section of the application, and press "Submit"!



Funded by the Metropolitan Government of Nashville Davidson County. The Metropolitan Action Commission is an equal opportunity service provider. Auxiliary aids and services will be provided upon request to persons with disabilities. Please call 615-862-8860.

Opportunity NOW Timeline 2021

FEBRUARY

Applications open on
ON.Nashville.gov

16



APRIL
09

Final day to apply!

New Hire Orientation

MAY

Internship Dates:
June 7th - July 23rd



JUNE
7-11

Intern Orientation Week

First Day of Internship

JUNE
14



JULY
23

Final day

Tip: After you apply, you should get an email that says your application has been received.



Opportunity NOW Frequently Asked Questions 2021

How do I know if I qualify for an internship?

Participants must be a Davidson county resident. There are no GPA or income requirements, though. For High School Internship, participants must be at least 16 years old by May 1st, no older than 19, and still enrolled in high school. For Experience Work, they must be at least 14 years old by May 1st and no older than 16.

What documents do I need to be able to participate?

Participants need to be U.S. citizens or have authorization to work in the U.S. and must provide proper I-9 documents.

Do I get paid?

Yes! All of the summer internships are paid. You will receive \$8.00/hour for Experience Work and \$9.00/hour for High School Internship, before taxes.

What if I already have an Opportunity NOW account?

If you have an account from 2020, you can use the same login. If your account is older than that, you'll need to make a new one. If you had a login last year but don't remember it, you can use the password reset feature.

What happens after I apply? How do I know if I got placed?

To have your application considered, you have to complete ALL of the sections and press submit. Once you've applied, an Opportunity NOW staff member will reach out to you to schedule an interview and/or ask any follow up questions.

Who do I talk to if I have questions about the positions?

Start by reading the job descriptions on the job portal. These descriptions will likely answer most of your questions. You will also have a chance to talk to an Opportunity NOW staff member during the interview process. If you would like to reach out before you apply, refer to the contact information on the first page of this document.

I don't feel comfortable working in person. Do you have virtual positions?

We have in-person, virtual, and hybrid (both) positions available.

I have vacation planned over the summer. Can I still do it?

Participants can miss no more than three days of the internship, and they must disclose this during the interview process. Plan to ask any questions about missing days during the interview.

