



Pension Boards - United Church of Christ Summer Internship Program

Frequently Asked Questions

Q. What is the Pension Boards Summer Internship Program?

A. The Pension Boards-United Church of Christ, Inc. (PBUCC) Summer Internship Program is an exclusive 10-week program that seeks to engage the brightest students from some of the best colleges to experience and delve into the Pension Boards' core areas of work.

Selected interns become ambassadors for Pension Boards culture and will be empowered to offer strategic insight and ideas that will inform the Pension Boards' future strategic plans and programs. The students will conclude their 10-week assignment with a presentation of their ideas and assessments to the Pension Boards' Executive Team.

Q. Tell Me More About the Internship Program. What Will Be My Role?

A. The Pension Boards is seeking to enhance and strategically strengthen key areas of its operations. Selected interns will work with assigned mentors to help advance the Pension Boards' strategic plan in several core areas of operations (see below) and begin to assess and support each department's work objectives. Selected interns are expected to conduct research and suggest new methods or approaches to our work. Whether the conclusion is to streamline, create a new model, or suggest new internal processes, the intern will be responsible to review and assess our operations for a final presentation of findings and suggestions to the Executive Team.

During the 10-week internship period, interns will support day-to-day work activities in areas such as Analytics, Finance, Grants & Scholarships, Health Plans, Information Technology, Internal Audit, Marketing and Communications, Member Services, Philanthropy/Fundraising, Socially Responsible Investing, and more!

Leadership Roundtable Series

Each week, the Pension Boards will host a leadership roundtable, where senior leaders of the Pension Boards will engage with interns in one-hour Lunch and Learn sessions. Here, interns will have the opportunity to learn more about the Pension Boards' business and the key issues we are focusing on to advance our work in the future. This is a great opportunity for interns to make connections, ask questions, and get a sense of how their work ties to broader organizational priorities

COVID-19 Protocols

Please be aware that the Pension Boards is concerned about your safety. We are adhering to New York State and Federal COVID protection protocols. More information and instructions will be provided to selected candidates.

The Summer Intern Experience

We believe in building lasting relationships that support career objectives. During our Summer Internship Program, we have planned a series of fun activities and social events to foster the environment that showcases our organizational culture whereby our colleagues know how to work hard, have fun, and work collaboratively to achieve goals. We have planned team-building activities to support our Summer Interns' integration within the Pension Boards.

Q. Why Should I Choose the Pension Boards for My Internship Experience?

A. As selected interns, you will be empowered to have a voice in the future operations of our business. Your ideas and suggestions will be heard by seasoned, highly qualified professionals who may challenge your insight and encourage or promote your thought leadership in ways that you may not have ever imagined. How thrilling will it be for you to know that you can be a key part of organizational change!

Also, our values as a ministry of the United Church of Christ are reflected in our commitment to what we call the "double bottom line" of doing well for our members (caring for their health and financial wellness) and doing good for our world through socially responsible investments. Clergy, lay employees, and employers select us to steward their financial resources for three principal reasons:

- 1. A Comprehensive Approach:** We provide solutions for lifetime income offering retirement income and financial safety nets through the milestones of our members' lives and careers.
- 2. A Proven Expertise:** Our members are in the capable hands of highly qualified professionals with expertise in incorporating sustainability and wellness into our services.
- 3. A Culture of Compassion:** Our enduring priority is compassion towards our members and the Church as we provide care for family and employees. Being a part of this 10-week assignment will not only change you but will impact the 22,000 people we serve. Your contributions are valued and your voice matters.

Q. When Does the Program Begin? Where Will it be Held?

A. The **Summer Internship Program** begins in **June** of every year and concludes in **August** (10-weeks). We utilize a **Hybrid Operating Model**, whereby colleagues have great flexibility with their work location. Selected interns have the capability to telework during our normal business hours of 8:30 a.m. to 4:30 p.m. and periodically may be expected to travel to our New York office for Leadership Roundtable sessions or other events. The Pension Boards-UCC is located at 475 Riverside Drive, 10th Floor, New York, NY 10115, Tel: 1.800.642.6543.

Q. What Kind of Assistance or Compensation Will I Receive During My 10-Week Assignment?

A. Each intern will be paired with a Pension Boards mentor who will provide guidance, coaching, and direction for the 10-week period. Selected interns will receive an hourly wage of \$25 per hour plus paid holidays.

Q. How Can I Apply?

A. Interested applicants can apply to the Summer Internship Program by submitting their resume to their specific area of interest (see links below) and a brief explanation of why they believe they are qualified for the Internship Program. Visit our Internship Opportunities webpage to apply: http://bit.ly/PB_INTERN_OPPTY. Applicants can also learn more about the Pensions Boards on our website (www.pbucc.org) and may be interested in viewing our Annual Report page: http://bit.ly/PB_ANNUAL_RPT.

Q. What is the Overall Interview Process?

A. The process begins with an initial resume screen as roles become available. Top candidates are sent to hiring managers for review, and if roles align with your specialized skills, the recruiting team will reach out to you directly to schedule either virtual or in-person interviews.

Q. How Long after I Apply will I Hear Back from the Recruiting Team?

A. There is no single process or experience; timing can vary depending on role and availability. Interviews will start to take place in February and continue into March, with the goal of offers being sent out by mid-April. All applicants will receive an email regarding whether their application has been chosen or not.

The Pension Boards-United Church of Christ, Inc. is an Equal Opportunity Employer

