

The Pension Boards 2020 Summer Internship Program

Frequently Asked Questions

Q. What the Pension Boards Summer Internship Program?

- A. The [Pension Boards-United Church of Christ \(PBUCC\)](#) 2020 Summer Internship Program is an eight-week program that seeks to engage the brightest students from some of the best colleges in New York City to experience and delve into the Pension Boards' core areas of work including Investments, Finance, Member Services, Information Technology, Human Resources, and Communications.

Selected interns become ambassadors for Pension Boards work 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 eight-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, including Investments, Finance, Member Services, Information Technology, Human Resources, and Communications (see diagram below).

Working with assigned mentors, selected interns will help us advance our strategic plan in several 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 eight-week internship period, interns will support day-to-day work activities.

- [Investments: Research; Data Capture and Bond Blotter Org.](#)
- [Finance: General Ledger Project; Account Reconciliation; 2020 Annual Budget;](#)
- [IT: Test and Launch PBUCC's Online Billing Project;](#)
- [Member Services: Develop training materials for members;](#)
- [HR and Communications: Engage in multiple project plans including audit and improve PBUCC's Intranet site and social media presence;](#)

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.

The Summer Intern Experience

We believe in building lasting relationships that supports 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 investment. Clergy, lay employees, and employers select us to steward their financial resources for three principal reasons:

A Comprehensive Approach

We provide solutions for lifetime income offering retirement income and financial safety nets through the milestones of our members life and career.

A Proven Expertise

Our members are in the capable hands of highly-qualified professionals who are expert at incorporating sustainability and wellness into our services.

A Culture of Covenant

Our enduring priority is covenant with our members and the Church as we provide care for family and employees.

Being a part of this eight-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 **June 8, 2020** and concludes **August 7, 2020** (eight weeks). Selected interns are expected to work our normal business hours of 8:30 a.m. to 4:30 p.m. at PBUC's offices, 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 Eight-Week Assignment?

- A. Each intern will be paired with a Pension Boards mentor who will provide guidance, coaching, and direction for the eight-week period. Selected interns will receive an hourly wage of \$20-\$25 per hour. Pay is bimonthly (the 14th and next to last business days of the month).

Q. Tell Me About the Open House Event?

- A. All applicants should save the date of **Tuesday, April 28, 2020**. On this day, the Pension Boards will host an **Open House** event at its New York office where prospective applicants will be interviewed by select Pension Boards staff. By **May 11**, applicants will be notified of their selection and an orientation packet will be sent to them for their preparation.

Q. How Can I Apply?

- A. Interested applicants can apply to the **2020 Summer Internship Program** by submitting their resume and a brief explanation of why they believe they are qualified to intern for any of the designated areas of work (see diagram) to: hr@pbucc.org. Only four applicants will be selected to participate.

The deadline for submissions is Wednesday, April 15, 2020.

Interested applicants can learn more and view a **Pension Boards Overview** here:

http://bit.ly/PB_OVERVIEW. (Click the bottom < > arrow keys to advance the slides and turn up your computer volume.)

*The Pension Boards has been an affiliated ministry of the United Church of Christ since 1914, and is an Equal Employment Opportunity Employer. Visit us at **www.pbucc.org**.*