



Portia Johnson-Ennels Youth Internship Program

The City of Cambridge summer youth internship program is approximately a 10-week cohort that was created and named after Portia Johnson-Ennels, a pillar of the community, who worked to help educate children within the City of Cambridge communities. In recognition of Ms. Portia Johnson-Ennels, the summer youth internship program's purpose is to provide young residents of the City of Cambridge with hands-on experience with local government. The internship is geared towards providing interns with the opportunity to gain practical experience they can carry into the workforce. Through the course of the 10-week program, the interns can expect to complete a wide variety of tasks, exclusive to the department to which they are assigned. Our goal is to give each of the youth a unique experience.

Applicants for the Portia Johnson-Ennels Summer Youth Internship are expected to meet all of the criteria and submit the documents listed below:

- ❖ Resident of Cambridge, Maryland
- ❖ Between the ages of 16 – 23 years of age
- ❖ Willing to Work 37.50 hours per week.
- ❖ Willing to Commit to a 10-week Internship.
- ❖ Application and/or Resume (If no work experience, include extracurricular activities)
- ❖ Letter of Recommendation
- ❖ Essay stating why you feel you should be chosen to participate in the program.

If you have any questions regarding the program or need assistance, please contact Ina Holden at 410-228-4020.

The Portia Johnson-Ennels Youth Internship Program will run for approximately 10 weeks from **June 16, 2025 to August 22, 2025**. This time frame is subject to change if the last day of school's date changes. Interns are expected to work 37.50 hours per week at a rate of \$15.00 per hour. Applications and or resumes are available at 410 Academy Street, Cambridge, Maryland 21613 or on the City's website at www.choosecambridge.com. All applications and or resumes will be accepted from **April 8, 2025 to May 2, 2025** and should be received in the Administrative Services office at 410 Academy Street, Cambridge, Maryland 21613 or electronically to resumes@choosecambridge.com no later than 4:00 p.m. on **May 2, 2025**.

Once the application period ends, the review process will begin. Chosen applicants will be contacted no later than **May 9, 2025** to begin the interview process which is expected to begin shortly afterwards and concludes no later than **May 23, 2025**. Successful applicants will be notified and informed of a mandatory orientation date. The orientation will include a harassment course and the youth will be given a copy of the City of Cambridge's employee manual which states the policies and procedures for employees to follow.

[Click Here to Access the Portia Johnson-Ennels Youth Internship Program Application.](#)

ANY QUESTIONS SHOULD BE DIRECTED TO :

Ina Holden
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Email: iholden@choosecambridge.com