

BOSTON BAR ASSOCIATION SUMMER JOBS PROGRAM

WHY THIS PROGRAM?

The BBA Summer Jobs Program allows law firms, law offices, and legal departments to invest in the future of our city – drawing upon an ethnically and racially diverse group of teens from Boston’s neighborhoods for their summer hiring needs. When you hire through this program, you are providing a young person with the chance to experience a professional working environment, an opportunity not readily available to urban youth.

WHAT MAKES THIS DIFFERENT FROM OTHER INTERNSHIP PROGRAMS?

This program is a longstanding collaboration of the Boston Bar Association, the City of Boston, the Boston School Department, and the Boston Private Industry Council (PIC). All of the students in the program attend law-related seminars on Thursday mornings at the Boston Bar Association. The seminars are taught by volunteer lawyers and judges. Traditionally employers pay students for the period that they attend the seminars (approximately 2 hours/week). The BBA also encourages employers to identify a mentor within the office to provide career and educational guidance to the student.

WHO ARE THE STUDENTS?

The BBA Summer Jobs Program is limited to students who attend Boston public high schools. Any student that works in your office will be old enough to work (with proper paperwork). Generally, the students are 15 to 18 years old. Students are pre-screened by teachers or guidance counselors and submit written applications with an essay and recommendations. The program selects participants based upon a number of factors including motivation, achievement, interest, school attendance, and potential.

WHAT ARE STUDENTS PAID AND WHAT ARE THEIR SCHEDULES?

The standard rate of pay is \$9.00/hour for full-time work, approximately \$2,600.00 for the entire summer. The employer determines the student’s schedule.

WHAT KIND OF JOBS CAN THESE STUDENTS DO?

Employers traditionally assign tasks depending upon their office’s needs and the student’s ability. In the past, students have performed a number of duties, including: filing, photocopying, data entry, errands, reception, and library help. Also, if you need IT help, you may participate in the PIC’s Tech Apprentice program. These students are pre-screened for the specific requirements of each position. Students can make valuable contributions to your firm’s IT initiatives, including help desk support, IT infrastructure setup, software and hardware deployment, digital document management, web/graphic design, and network administration.

WHAT KIND OF EMPLOYERS PARTICIPATE?

Since 1993, private law firms, public agencies, and corporations have participated in the program. Last year, almost thirty legal employers around Boston hired students through the program.

WHAT IF I HAVE QUESTIONS OR NEED ASSISTANCE WITH A STUDENT?

Your student will be assigned a school-to-career counselor through the Boston Private Industry Council. This person will prepare the student for the workplace and be available if you need any assistance. In addition, the BBA Department of Community Affairs is always available to answer questions.

FOR MORE INFORMATION?

Contact Paul Dullea, Director, Community Affairs at (617) 778-1934 or pdullea@bostonbar.org.