



## About the FPC Internship Program

The FPC Internship Program is an opportunity for undergraduates (rising juniors and seniors) to contribute to the Center's mission while developing valuable professional skills via hands-on experiences. To best fulfill its mission, FPC especially encourages women to apply.

**Responsibilities:** Interns work in a fast-paced, collaborative environment with other interns and FPC staff. Their responsibilities vary based on the internship role and the individual's project. Additionally, there is time allocated to support the Frances Perkins Center by taking shifts to staff the visitor welcome desk, lead tours, and support special programming and events.

All FPC interns are required to complete training on the life and legacy of Frances Perkins and interpretive guidance at the beginning of the internship. Interns are expected to dedicate 30-35 hours per week, Wednesday through Sunday, during the course of the internship.

The program also incorporates opportunities for professional and personal growth by inviting interns to participate in staff-wide meetings and training, as well as specialty FPC events (sometimes with [VIP guests!](#)) Interns are directly supervised by a full-time staff member with project support from other FPC staff and local professionals.

**Compensation & Location:** Because the Perkins Family Homestead in Newcastle, Maine was such an important part of Frances Perkins' life, work, and values, working in-person at the place she considered home and found refuge throughout her life is a core part of the Frances Perkins Center internship experience. Therefore, we do not offer virtual internships at this time.

To reduce barriers for interns, Frances Perkins Center offers each intern a small stipend and free local lodging in Midcoast Maine for the duration of the internship. FPC provides financial support in coordination with your college or university, which may provide additional compensation or support. Please check with your advisor or internship office before applying. Travel to/from Maine is not provided by the FPC.

**Selection Process:** Before applying, carefully read the internship descriptions to determine which role you are best qualified for and most interested in pursuing. Frances Perkins Center strives to conduct Zoom interviews and extend offers within a month after the application

deadline. We review resumes on a rolling basis and reserve the right to fill internships before the application deadline; therefore, interested applicants are encouraged to apply early.

**Application Deadline:** January 31, 2025

### **Research Internship**

The Frances Perkins Center Research Intern will create a piece of original research or complete a project, employing the Perkins family papers and objects. Potential topics include (but are not limited to) exploring:

- the Perkins family and local history
- the ripple-effect of Frances Perkins' work and legacy
- the uniqueness of Frances Perkins' contributions in their historical context
- critical moments that shaped Frances Perkins' worldview
- Frances Perkins' unique values, traits, and identities such as feminism, work ethic, social-work training, and personal responsibility she felt for finding policy solutions for people and a country in crisis
- New Deal-era history
- public policy, democracy, social justice, and economic security
- land use and conservation
- or other areas directly related to current FPC initiatives

\*\*For 2025, the research internship will also accept applicants interested in supporting ongoing archival and collections management work. The intern would have the opportunity to work directly with a professional archivist to process never-before-cataloged items, photographs, and documents from the [FPC Collections](#).

Frances Perkins Center encourages students to think creatively about the above topics and propose a research topic or project that will add a unique perspective to scholarship on Frances Perkins or other areas supported by the [Center's mission](#). Projects may include traditional research papers, art, performance, and more.

**The Research Intern will** complete a research paper or project, present findings to FPC staff or the public at an FPC event, and create a short write-up or slideshow summary. The Research Intern will not only learn how to perform effective research but also how to present that research to the public.

**Frances Perkins Center staff will** work collaboratively to support each intern’s interests and needs. Staff will help interns explore other areas of non-profit work and develop skills relevant to professional, post-college careers—putting these skills to work in real-world, hands-on ways throughout the summer. Whenever possible, staff will help interns identify and access relevant resources, including other professionals and scholars in the FPC network.

**Application Materials:** To apply for the research internship, you must submit a simple resume and research project description of 250-500 words. Descriptions do not need to be highly detailed, as projects may alter depending on available time and resources, but they should be specific. Please include a distinct research question, the types of sources you would ideally use, the medium by which you would like to summarize your findings (written or other form), and how it would align with the [FPC mission](#).

**Please send resume and project description** to FPC Associate, Mary Reid: [mreid@francesperkinscenter.org](mailto:mreid@francesperkinscenter.org), using “FPC Research Internship Application” as the subject line.

### **Public Service Internship**

The Public Service Intern will have the opportunity to explore a personal and professional interest in public service, which may include government, public policy, civic engagement, social work, and more.

Frances Perkins Center encourages students to think creatively about the above topics and propose a project that will support their specific interests and professional goals in public service, as well as the [mission of the FPC](#). Potential projects may include researching bills or government initiatives in line with the FPC mission and determining ways to support these initiatives as a 501c3 organization, organizing a community event or meeting, completing a service project, creating lesson plans or programs to engage youth in public service and civic engagement, and more—as long as there is a public service focus that intersects with the FPC.

There is no single academic major or background we prefer over another—if you share our passion for public service and are committed to developing your skills while gaining valuable experience, we want to consider you for an internship!

**The Public Service Intern will** complete the approved project, present a summary to FPC staff or the public at an FPC event, and create a short write-up or presentation about the experience.

Throughout the internship, the Public Service Intern will learn and practice the skills required for a public service career.

**Frances Perkins Center staff will** work collaboratively to support each intern's interests and needs. Staff will help interns explore other areas of non-profit work and develop skills relevant to professional, post-college careers—putting these skills to work in real-world, hands-on ways throughout the summer. When possible, FPC will arrange meetings with other public servants relevant to the intern's project for discussion, resources, networking, and more.

**Application Materials:** To apply for the public service internship, you must submit a simple resume and a project description of 250-500 words. The public service project is purposefully open-ended, as we want you to take initiative and explore your own interests with our help and guidance. In writing your description, we want to see how you would channel your idealism into something realistic, tangible, and ideally, sustainable, just as Frances Perkins did. Although your project would likely alter based on time and resources, we would like to see a creative yet feasible project that aligns with [our mission](#), whether that be in the form of an event, research, new initiative or program, and/or collaboration with another non-profit. In your description, please include the goal of your project, the resources you might request or require, other organizations that might be involved, and how it aligns with [our mission](#).

**Please send resume and project description** to FPC Associate, Mary Reid: [mreid@francesperkinscenter.org](mailto:mreid@francesperkinscenter.org), using "FPC Public Service Internship Application" as the subject line.