

BEEP Interns Application Information

Information about BEEP and Intern Positions

Information about the organization	BEEP (Business Entrepreneurship Encouragement Program) is the largest high school student-run incubator in the Bay Area. BEEP is a program under the Fremont Union High Schools Foundation. BEEP receives all their funding and support necessary to run from the FUHS. BEEP provides up to \$5,000 funding for student's business ideas, as well as mentorship. We hold info sessions, speaker series, and pitch events for high school students. For more information please visit our website: beep.education
Information about the Intern Positions	Requirements: ● MUST BE A CURRENT 9TH GRADE TO 12TH GRADE STUDENT ENROLLED IN AN EDUCATIONAL INSTITUTE WITHIN FUHSD. ● You will also be required to attend weekly meetings (<u>Saturday, 10-11am</u>) This is an excellent opportunity to develop your leadership, entrepreneurial, networking, and teamwork skills. This application is to join the BEEP team as an intern. As an intern, you will serve to manage BEEP's internal operations and plan events, such as BEEP's semi-annual pitch day event where aspiring entrepreneurs pitch their business ideas in hopes of gaining funding. See the BEEP Intern Position Descriptions document for full details. Why you should apply: ● Volunteer hours ● Leadership positions ● Recommendation letters ● Develop technical and career skills ● Build robust network of industry professionals ● Strong relationships with other interns and life-long bonds ● Fun! Social events, summer internships, etc. Possible Positions (see Position Descriptions for further details): ● Marketing Intern ● Operations Intern ● Webmaster ● Creative Design Intern NOTE: This is <u>NOT</u> a paid internship position. NOTE: If any of the responsibilities listed in your contract are unfulfilled, your intern

	contract will be terminated, and you will be unable to put BEEP on any resumes, applications, or profiles.
Information about the recruitment process (PLEASE READ)	Our application form is open until January 1st at 11:59 PM. No late submissions will be accepted. The application consists of a set of <u>general and specific questions</u> and a <u>resume upload section (optional)</u>. Following your submission of the application form, please schedule an interview at any of the Calandly links of the interview committee. Interviews will occur from January 6th to January 15th. See application information for more details. If selected, you will be invited to attend a regular intern meeting on Saturday, January 25th at 10:00am. At the end of the meeting, you will confirm your commitment to BEEP, be given the formal contract, and begin the onboarding process.
Position Descriptions	 BEEP Intern Position Descriptions

Application Information - Form Due January 1st

1) Written Application	https://tinyurl.com/BEEPapplication2024
2) Interviews	After you submit your written application, there will be one last round of selections where an interview will be conducted for those who have made it to the next phase. Our team will send out information about your interview if selected.
3) Results	Results will be released via email on January 20th. If accepted, you will be invited to join the regular intern meeting on January 25th from 10 am to 11 am. During that meeting, you will confirm your commitment to BEEP.

Timeline and Important Links Links:

Timeline	January 1st: Written Application Deadline January 5th: Applicants selected for interview will be notified January 6th - January 15th: Interview Dates January 20th: Results Released via Email January 25th: First Intern Meeting
Important Links	Written Application: https://tinyurl.com/BEEPapplication2024 Position Descriptions:  BEEP Intern Position Descriptions

Questions? Please contact:

Position	Name	Email
BEEP Email	BEEP	info.beepofficial@gmail.com
Program Director	Sharon Lu	Sharonlu314@gmail.com
Assistant Program Director	Isha Agrawal	isha1agarwal2@gmail.com