

2026 Berkshire County Externship Opportunities

The **Berkshire Workforce Board (BWB)** is accepting applications for externships relating to educational fields of study in the K-12 and post-secondary systems. Selected participants will receive a \$1,000 stipend for **30 hours** spent in an externship experience in partnership with local companies. **The BWB is prioritizing externships that focus on the region's critical industry sectors - STEM, Advanced Manufacturing, Healthcare, Hospitality & Tourism, Business/Finance and the Building Trades.** These sectors align with the BWB's *Berkshire Workforce Blueprint*. More information can be found by visiting: <https://masshireberkshire.com/about/key-initiatives/>

Who may apply?

Any Berkshire County educator, guidance counselor, administrator or educational-based professional may apply for an externship.

What is an externship and why participate in one?

Externships are opportunities for educational-based professionals to engage themselves within the business community to learn about industry-specific skills and discover real-world applications related to their curriculum. By participating in an externship, educational professionals are able to enrich their curriculum with learned foundational and industry-specific skills required for success in the 21st Century workplace and understand the importance of career readiness activities for youth.

Where can externships take place?

Externship experiences can take place at any small business or large company located within Berkshire County that is able to provide a work experience that will positively impact an educational professional's knowledge of his/her field.

When can the externship experience happen?

Externships can occur anytime (school vacations, after-school, etc.) between **September 1, 2025 – June 1, 2026**.

What do participants have to do after completing the externship?

After the completion of an externship, participants are required to incorporate what they have learned into a lesson plan(s) that will be implemented as part of their classroom curriculum or individualized work with students. Upon receiving their externship stipend, participants will be required to submit this plan(s) and a final report to the Berkshire Workforce Board.

How do I apply to participate? What is the deadline for submitting an application?

Those interested can complete the externship application attached and a copy can also be found on the BWB's website located at <https://masshireberkshire.com/>. *Completed applications can be sent to Heather Williams, BWB Youth Director, at 75 South Church Street in Pittsfield or e-mailed to youthdirector@MassHireBerkshire.com.*

Who decides which externships are funded?

Selection will take place on an ongoing basis on behalf of BWB staff and Youth Council members. Awardees will be notified within three weeks of submitting their applications.

Externship examples – A wealth of possibilities!!

- *A high school science teacher works with an architectural firm learning the application of current programs and software to incorporate their use and practice within her pre-engineering high school course.*
- *A metal fabrication teacher conducts observational hours studying the operations, machinery and technical programs used within a muffler manufacturing plant to research the latest industry standards and update school-based curriculum to match these standards.*
- *A 3rd grade teacher works with a local biotechnology company to master the basics of cell study and development to bring the experiential world of science to students in addition to what is presented in their textbooks.*

For additional information, please contact Heather Williams, BWB Youth Director at
(413) 442-7177 x151 / youthdirector@MassHireBerkshire.com.

EXTERNSHIP APPLICATION

Instructions: When application is complete (be sure to include Scope of Service), please send original application to Heather Williams, BWB, 75 South Church Street, Pittsfield MA 01201 or e-mail to youthdirector@MassHireBerkshire.com. Awardees will be notified within three weeks of submitting their applications. The BWB is an EOE agency.

Please note that all industries will be considered; however priority will be placed on funding externships that support the region's critical industry sectors – STEM, Advanced Manufacturing, Healthcare, Hospitality & Tourism, Business/Finance and the Building Trades.

If you need additional pages to complete the questions, please attach and initial them.

Name: _____ School: _____
Mailing Address: _____
Street/Post Office Box City State Zip Code
Telephone: _____ School Telephone: _____
Fax: _____ E-mail: _____

Please answer the following questions:

1.) Please describe your position within the K-12 educational system. What level (elementary, middle, high school)? _____

2.) Why do you want to participate in an externship experience?

3.) What types of employers interest you for an externship experience and why?

4.) Have you participated in an externship experience in the past? If so, please describe it and the outcomes of participating in it. _____

Applicant Signature _____ Date _____

BWB Externship Application (Cont.)
SCOPE OF SERVICE

*This Scope of Service will provide guidance and instruction to ensure that all regulatory and programmatic requirements of partners are understood and included in the contract. **If you need additional pages to complete the questions, please attach and initial them.***

NAME: _____

Please outline the employer(s) you plan to reach out to and conduct your externship experience with and when you will conduct your 30 hours (indicate days, times, etc.):

- *Experiences can take place anytime between September 1, 2025 – June 1, 2026;*
- *At least 20 hours should be spent conducting the externship with the remaining hours utilized to develop lesson plans and/or curriculum*

Please list the specific activities/services that you are intending to learn/experience throughout the externship:

Please explain how the information gained will be integrated into your curriculum and/or individualized work with students:

Please explain how you envision building a relationship with this employer(s) to initiate and/or expand career, awareness, exploration and work-based-learning opportunities for students:

Applicant Signature _____

Date _____