

## HOST SITE APPLICATION

Employer Internship & Subsidized Wage Request · Step-Up Omaha 2026  
*Hire a motivated young professional. We cover the wages. You invest in their future.*

<b>700–800</b> Youth Served Annually	<b>9 Weeks</b> Hands-On Work Experience	<b>\$0–\$2,500</b> Wages Covered Per Participant	<b>14–21</b> Ages Eligible to Participate
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### WHY HOST A STEP-UP OMAHA INTERN?

Step-Up Omaha is your opportunity to bring talented, eager young people into your organization — at little to no cost in wages — while making a measurable difference in their lives and in our community. As a host site, Step-Up Omaha handles recruiting, screening, and work-readiness training so your team gets a prepared intern ready to contribute from day one.

- ▶ **Real help, real work.** Interns are placed in meaningful roles — not just filing or fetching coffee. They contribute to projects, learn your industry, and bring fresh energy to your team.
- ▶ **Wages covered by Step-Up.** For fully subsidized placements, Step-Up Omaha pays 100% of participant wages for the 9-week program. Your organization invests time and mentorship — not payroll dollars.
- ▶ **A pipeline for future talent.** Many host organizations hire Step-Up alumni after the program ends. You get to identify and develop your next generation of employees before anyone else does.
- ▶ **Community impact you can see.** Every intern you host is a young person ages 14–21 who gains confidence, professional skills, and a foothold in the workforce. That's a life changed — because of you.

### YOUR WAGE SAVINGS AT A GLANCE

Here is exactly what Step-Up Omaha covers — and what that means for your bottom line:

Program Track	Total Wages (9 wks)	Step-Up Covers	Your Cost (if any)	You Save
Ages 14–15   Career Exploration \$10/hr × 20 hrs × 9 wks	\$1,800	Up to \$1,800	\$0	Up to \$1,800
Ages 16–21   Work Experience \$10–\$15/hr × 20 hrs × 9 wks	\$2,500	Up to \$2,500	\$0	Up to \$2,500
Partial Subsidy   Any age group Employer contributes a portion	Varies	Partial	Partial	Significant

- ▶ Subsidy amounts are based on the current program model and are subject to funding availability.
- ▶ Fully and partially subsidized placements require completion of a Host Site Agreement.
- ▶ Organizations may also choose to supplement wages beyond what Step-Up provides.

## PROGRAM STRUCTURE

Ages	Program Structure & Wage Support
14–15	Career exploration & job-readiness. Participants stay at your site for the full 9 weeks. Step-Up pays \$10/hr for up to 20 hrs/week — you pay \$0 in wages.
16–21	Two weeks of work-readiness training, then 7 weeks at your worksite. Step-Up pays \$10/hr (wks 1–2) and \$15/hr (wks 3–9) for up to 20 hrs/week — you pay \$0 in wages.

## EMPLOYER / ORGANIZATION INFORMATION

Contact Name

Organization / Business Name

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Title / Role

Department

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Work Phone

Cell Phone

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Mailing Address

Email Address

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City

State / Zip

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Primary Contact for Placement Coordination

Best Time to Reach You

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Organization Website (optional)

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### Organization Type:

- Non-profit
  Education / School
  Government Agency  
 Business
  Foundation / Funder
  Other: \_\_\_\_\_

Has your organization previously hosted a Step-Up Omaha participant?  Yes  No

## INTERN POSITION REQUEST

Tell us about the role(s) you'd like to fill. Complete one block per position type; attach additional pages if needed.

### Position / Internship Title

Position / Internship Title

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Department / Supervising Manager

Number of Interns Requested

Preferred Start Date

Preferred End Date

Scheduled Days per Week

Hours per Day

**Preferred Age Group:**

- Ages 14–15 (Career Exploration)    Ages 16–21 (Work Experience)    Either / Open

**Wage Subsidy Requested:**

- Fully Subsidized — Step-Up Omaha covers 100% of intern wages (you pay \$0 in wages)  
 Partially Subsidized — I will contribute toward wages

My organization's contribution per hour: \$ \_\_\_\_\_ Total estimated contribution:  
\$ \_\_\_\_\_

**Work Location:**

- On-Site    Remote / Virtual    Hybrid

**Describe the intern's primary duties and what they will learn:**

**Any skills, experience, or interests preferred in an intern candidate:**

**Additional Position(s)** (if requesting more than one role type — attach additional pages as needed)

Position Title

Department / Supervisor

Number of Interns Requested

Age Group:  14–15    16–21    Either   Wage Subsidy:  Fully Subsidized    Partially Subsidized

**Brief description of duties:**

**WORKSITE READINESS CONFIRMATION**

Please confirm your organization is prepared to do the following as a Step-Up host site:

- Assign a dedicated supervisor or mentor to each intern

- Provide a safe, professional work environment appropriate for youth ages 14–21
- Offer meaningful work tasks aligned with the intern's learning and career goals
- Participate in a mid-program check-in and an end-of-program evaluation
- Comply with all applicable labor laws and Step-Up Omaha program requirements

**Does your site have any special requirements for participants (background checks, health screenings, dress code, etc.)?**

- No special requirements**     **Yes — please describe below:**

### AUTHORIZATION & SIGNATURE

By signing below, I confirm that the information in this application is accurate and complete, and that our organization commits to fulfilling its responsibilities as a Step-Up Omaha host site. I understand that intern placement is contingent upon program eligibility review, funding availability, and execution of a Host Site Agreement with The Empowerment Network / Step-Up Omaha.

*Authorized Signature*

*Date*

\_\_\_\_\_

\_\_\_\_\_

*Printed Name*

*Title / Role*

\_\_\_\_\_

\_\_\_\_\_

**Submit your completed form to:** Step-Up Omaha c/o The Empowerment Network, 2401 Lake Street, Suite 110, Omaha, NE 68110

**Email:** info@stepupomaha.com    **Phone:** (402) 502-5153

**Questions?** Our team is happy to walk you through the process and answer any questions.

### FOR OFFICE USE ONLY

*Date Received*

*Reviewed By*

\_\_\_\_\_

\_\_\_\_\_

*Placement Status*     *Approved*     *Pending*     *Waitlisted*

*Positions Approved*

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*Internal Notes*

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