

Launch Your Business Finance Career

Summer Jobs Internship Preview Day

**STUDENTS: rename yourselves on Zoom to your first & last name + school name.
We will be using the participant list to take attendance.**

Please turn on your camera so we can have as close to an in person, engaging conversation as possible!

BANK OF AMERICA 

 **Eastern Bank**
JOIN US FOR GOOD®

 **Fidelity**
INVESTMENTS®

 **FHLBank Boston**

John Hancock

 **STATE
STREET**™

1. Welcome & Announcements

4:00 – 4:10 PM

2. Company Presentations

4:10 – 5:10 PM

- Bank of America
- State Street
- John Hancock
- Fidelity Investments
- Federal Home Loan Bank of Boston
- Eastern Bank

3. Student Q&A Session

5:10 – 5:25 PM

4. Wrap up & Next Steps

5:25 – 5:30 PM



Summer Program 2024

Bank of America Financial Center Internship Program *Boston Private Industry Council*

Bank of America and its affiliates consider for employment and hire qualified candidates without regard to race, religious or creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status, or any factor prohibited by law, and, as such, affirm in policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our teammates. Candidates must possess authorization to work in the United States, as it is not the practice of Bank of America to sponsor individuals for work visas. MAP 6426779

BANK OF AMERICA 

Bank of America

At Bank of America

We handle the finances of over 67 million client relationships every day, including helping them save, borrow and plan for today, and for their future. We stand by our clients each and every day giving them the power to realize their personal financial goals and help make their financial lives better.

We're a culture that

- Believes in responsible growth and has a proven dedication to supporting the communities we serve
- Provides continuous training and developmental opportunities to help people achieve their goals
- Believes diversity makes us stronger, so we can reflect, connect to and meet the diverse needs of our clients and customers around the world
- Is committed to advancing our tools, technology, and ways of working. We always put our clients first to meet their evolving needs.



Financial Center Internship Program (FCIP)



Overview

A Professional Experience

Bank of America employs approximately 200 young adults across the country each summer through the Financial Center Internship Program. It's part of the Bank's ongoing commitment to supporting youth employment opportunities.



Intern Experience

The Financial Center Internship Program provides:

- Young adults an opportunity to develop professional skills and learn about work in the financial sector
- Competitive pay
- Opportunity to learn about employment at Bank of America
- Opportunity to receive professional development curriculum designed to prepare individuals for employment opportunities across industries



Key Dates

Program Dates

June 24 – August 09



Financial Center Internship Program Details



Program Logistics

- **Length:** 7-week Internship
- **Hours:** Mon-Fri 9:30am-4:00pm local time; 30 minutes for lunch
- **Attire:** Bank issued Bank of America Logo polo shirt, with dress slacks/skirt
- **Location(s):** Community organizations align youth to bank approved financial centers
- **Internships Available:** 15



Learning Experience

- Includes: Financial literacy curriculum, client solutions, client care, exposure to banking roles, professional development, professional work environment and more
- Week-over-week experience includes:
 - Paid onboarding and training
 - On-the-job interactions and learning
 - Mentoring
 - Professional Development workshops (*Resume writing, Interview Skills, Building your Brand, Financial Wellness and more*)



Financial Center Internship Program

Digital Ambassador Job Function

The Financial Center Internship Program is designed to provide young people a robust professional development experience while providing them exposure to careers in the financial sector. Interns will engage with clients daily and learn about Bank of America product solutions, Better Money Habits resources and client care. Interns will also attend virtual professional development sessions on growing your career, how to prepare for a job interview and more.

Primary Responsibilities:

- Serve as a Digital Ambassador assisting clients in one of over 4,000 financial center locations nationwide
- Educate clients on high-tech and high-touch digital banking solutions (i.e., mobile, online, ATM) and Better Money Habits resources
- Build and deepen client relationships
- Follow established policies, procedures and guidelines to protect both our clients and Bank of America

Required skills:

- Have a passion to engage and educate clients with our industry leading digital banking solutions
- Ability to independently complete self-study and online coursework, including compliance training timely
- Comfortable engaging with clients and interacting with managers in a face-to-face environment and virtually

Eligibility Requirements:

- Senior in high school or first year of post secondary education in the 2023-2024 school year
- Must obtain satisfactory background check/fingerprinting results
- Must be 17.5 years of age or older by date of Bank of America application submission
- Must be eligible to work in the United States
- Must be able to complete training by established deadlines



Financial Center Internship Program Fact Sheet

BANK OF AMERICA 



Financial Center Internship Program

The Financial Center Internship Program helps students develop critical professional skills through a paid work experience.

The Financial Center Internship Program is currently offered through more than 20 nonprofit community organizations across the U.S., hosting more than 200 student interns annually.

In this program, Financial Center interns are counted on to assist and educate customers on self-service digital banking options (for example, mobile, online, ATM) and build customer relationships. The role is ideal for those who have an interest in financial services and are eager to learn about digital banking solutions and platforms.

We're looking for candidates who are

- At least 17.5 years of age at date of application
- Eligible to work in the U.S.
- Good communicators
- Comfortable with technology and able to explain it to others
- Eager to learn and ask questions
- Proud of developing new skills
- Excellent problem solvers

This internship helps students

- Develop interpersonal skills with peers and customers
- See how technology is utilized in the workplace
- Learn about the world of banking and finance by networking with bank professionals in small business, lending and investments
- Gain an understanding of what personal and professional skills they need to foster to meet their career goals

Bank of America provides

- Training from The Academy at Bank of America
- Self-paced study and on-the-job coaching
- Real-world experience
- Mentorship
- Career-planning resources
- Professional development workshops

Bank of America and its affiliates consider for employment and hire qualified candidates without regard to race, religious creed, religion, color, sex, sexual orientation, genetic information, gender, gender identity, gender expression, age, national origin, ancestry, citizenship, protected veteran or disability status or any factor prohibited by law, and as such affirm its policy and practice to support and promote the concept of equal employment opportunity and affirmative action, in accordance with all applicable federal, state, provincial and municipal laws. The company also prohibits discrimination on other bases such as medical condition, marital status or any other factor that is irrelevant to the performance of our business.

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Student Internship Programs

Boston PIC High School Summer Internship Program

February 29, 2024

BeSuccessful

Responsible
for **10%** of
the
world's assets

100+
geographic
markets

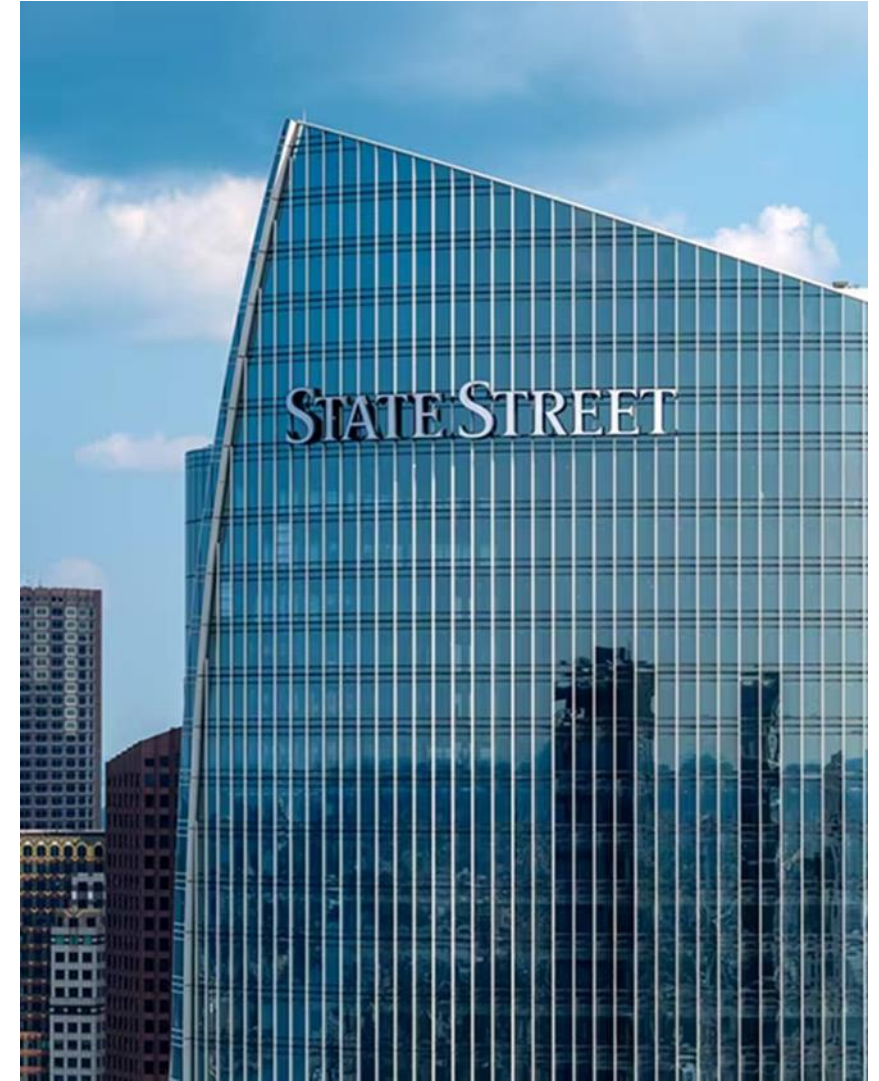
Servicing
40% of all
US mutual
funds

46,000+
employees
worldwide

More than **230** years of
experience

Our Purpose - To help create better outcomes for the world's investors and the people, they serve.

- **Investment Services** - Improving operational excellence and achieving growth by delivering best-in-class operations outsourcing, technology and data platforms.
- **Markets and Financing** - Enhancing and preserving the value of your portfolios with FX solutions and data-driven investment research and market insights.
- **Investment Management** - Helping the world's investors achieve their financial goals with a universe of index and active strategies.



BeCurious

Student Internship programs allow students to experience and consider a career in financial services at State Street. High performing students have an opportunity to interview for open positions upon college graduation. We are committed to providing an inclusive environment focused on career development where all students and employees feel valued and supported.

Program Length:

- **Boston PIC High School Internship Program:** 6-week program, part-time (M-TH, 9am-3pm) from early-July to mid-August
- **College Summer Internship Program:** 10-week program, full-time from early-June to mid-August
- **College Cooperative Education (Co-op) Program:** 6-month program, offered January-June or July-December

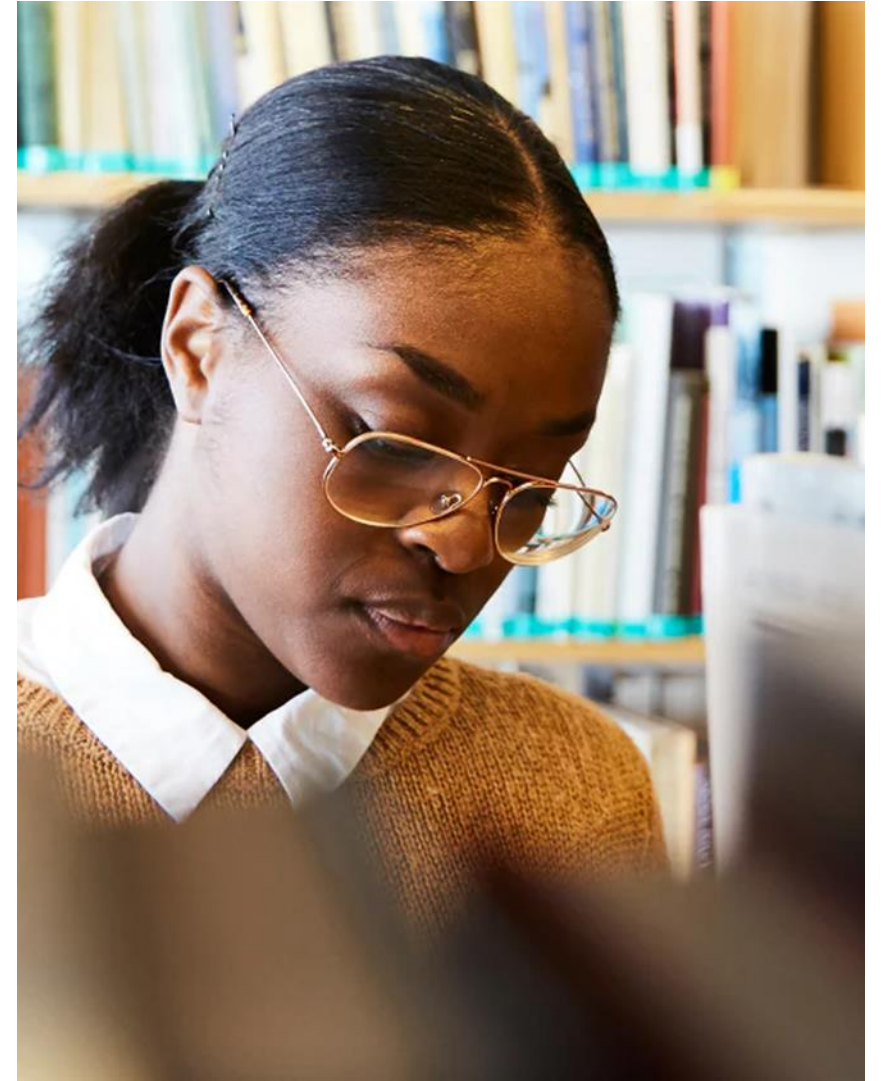


BeEngaged

Student Interns may be placed in any area of the bank to support internal administrative functions. **Corporate Functions can include** - Finance, Compliance, Risk Management, Global Delivery, Human Resources, Corporate Citizenship, Data Governance, and Technology.

Positions - State Street hires interns in a variety of business units, so we welcome all interests. Candidates will be mentored by team members who promote:

- Strong interest in financial services
- Ability to work in a fast-paced environment
- Demonstrated experience with or interest in data and analytics
- Change management and innovative mindset
- Demonstrated problem solving ability
- Enthusiasm for learning and commitment to career development
- Ability to work independently and collaboratively to achieve results



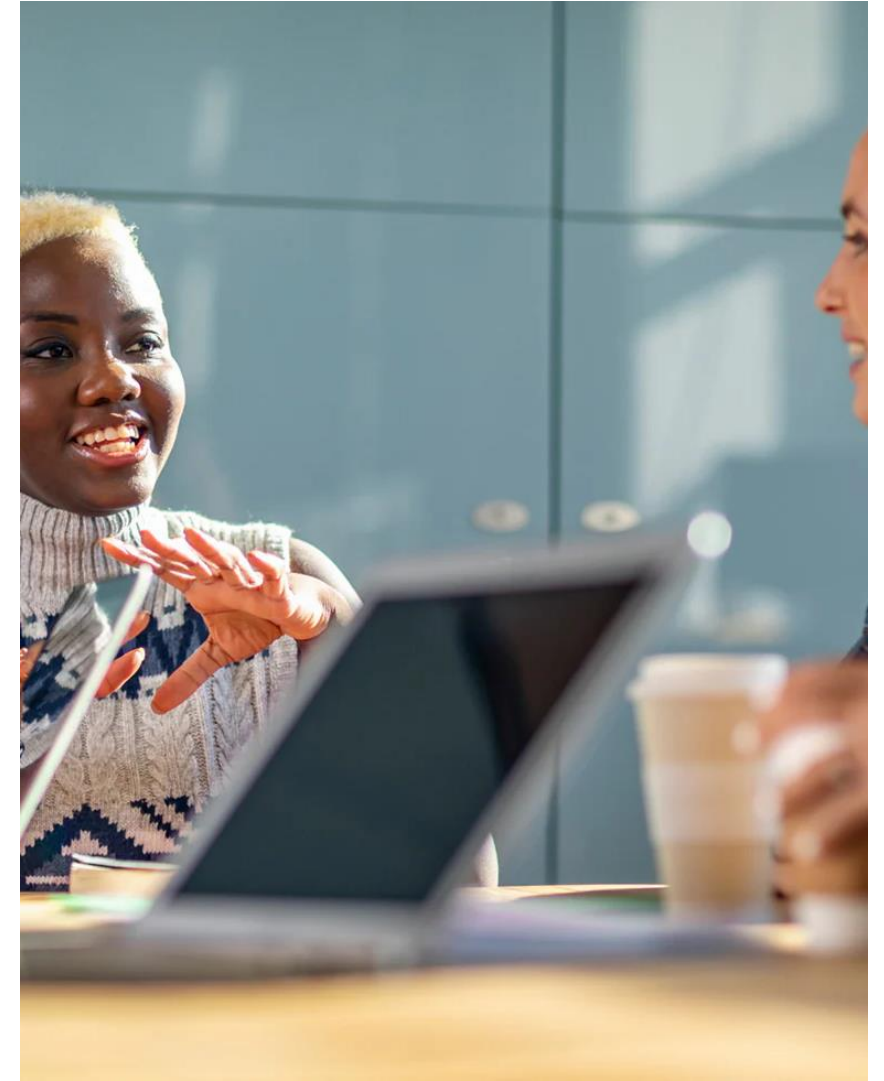
BeReliable

Student Internship program begins Monday, July 8th and ends Thursday August 15th. Students are required to work onsite each day with supervision, Monday, Tuesday, Wednesday and Thursday, 9:00am – 3:00pm. No work on Friday. All positions will be in our two Boston offices and easily accessible by public transportation. Students selected for our technology positions may be asked to work in our Quincy office.

Key					
Welcome/Close					
In-person (Hybrid)					
Virtual					
July 2024					
M	T	W	T	F	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31	1	2	
August 2024					
M	T	W	T	F	
5	6	7	8	9	
12	13	14	15	16	

State Street and Industry Overview Virtual Led Training
Global Inclusion Diversity & Equity In-person (Hybrid)
Excel functionalities at State Street Virtual Led Training
Employee Network Panel Discussion In-person (Hybrid) (combined with SIP + PDP)
Data Visualization with Excel Virtual Led Training
Public Speaking Workshop In-person
Globe Smart and Culture Awareness Virtual Led Training
College Connections In-person with SIP mentors
Designing PowerPoint Presentations Virtual Led Training
Financial Products Overview Virtual Led Training

* August 14th Offboarding with Manager



BeSocial

State Street supports more than 24 **Employee Networks** globally with more than 100 chapters which are all established and run by employees. These groups help employees come together around a common goal, share their unique perspectives and increase their visibility across the company. They also create opportunities for networking and professional development.

Inclusion - At State Street, a diverse workforce and an inclusive culture are essential parts of our corporate identity. Our employee networks give us a variety of perspectives to draw from, including:

- Professional Women's Network
- Disability Awareness Alliance
- Latin American Professional Group
- Black Professionals Group
- Asian Professionals Alliance
- Pride and Friends
- Environmental Sustainability Employee Network







John Hancock
MLK Scholars
Program

Why MLK Scholars @ John Hancock?

Through the summer program, Scholars will:

- Develop a better understanding of career interests and goals
- Build a network of adults and peers to support your personal and professional growth - and make new friends!
- Learn new skills that can be applied in academic and professional settings
- Join a community of MLK Scholar Alumni with continued opportunities to work at Manulife / John Hancock and stay in touch with us
- Meaningful work experience to stay busy and get paid this summer!



The Summer Experience

JH MLK Scholars Schedule

July 8th – August 16th (6 weeks)

- First week includes orientation/trainings

25 hours/week - Hybrid Program

- 9 am to 3:30 pm Monday through Thursday
- 9 am to 12 pm on Fridays

Pay: \$16.50/hour for first time MLK Scholars, \$17.50/hour for alumni



Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am	Departmental Time	Departmental Time	Departmental Time	Departmental Time	45 Minute Virtual Check-in
9:30 am					
10:00 am					Departmental Time
10:30 am					
11:00 am					
11:30 am					
12:00 pm	Lunch				
12:30 pm	Departmental Time	Departmental Time	Departmental Time	Departmental Time	
1:00 pm		Supplemental Programming	Supplemental Programming		
1:30 pm					
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					

Program Overview

Career Exploration

- Networking sessions with colleagues to learn about the business and career opportunities
- Each week will focus on different business areas

826 Writing

- College essay writing workshops & professional writing workshops focused on resumes
- Each Scholar will be matched with a writing tutor volunteer

Networking Opportunities

- Students will have the chance to meet colleagues internally including our Employee Resource Groups, College Interns, and more

Mentors

- Each Scholar will be matched with a colleague mentor to work with them throughout the summer and help them write pitches for our Pitch Competition

Some of the opportunities available

Actuarial

- Actuarial MLK Scholars will learn about the day-to-day responsibilities of their specific department which will include working directly with their manager on excel-based projects to help strengthen their understanding. In addition, actuarial MLK Scholars will attend specially designed development seminars led by members of the actuarial community.

Finance

- The Scholar will participate in the team's regular meetings and assist with various financial processes, collaborating across teams in US Finance. During the summer, the Scholar will receive training in introductory financial accounting concepts, Microsoft Excel, and other financial and administrative programs.

Marketing

- Providing assistance with the Marketo platform, gathering content for and building out emails, being trained on ON24 platforms and AEM platforms

IT

- Our team provides technical solutions to our colleagues and customers. Mostly made up of software engineers and product owners/managers, we build and enhance mobile and web applications.

Community Investment & DEI

- CI – Work with a global team that brings charity partnerships to life with local events, promotes internal engagement through recruiting inclusive volunteer opportunities, featuring giving causes and sharing colleague stories.
- DEI - Our team provides guidance, recommendations, and best practices to all departments, in the US, Canada, Europe, and Asia, ensuring that all colleagues feel safe, have the ability to grow within the company, and work in an environment that is psychologically safe

Next Steps

- Interview Days – will take place the week of April 22nd
- If you have any questions, please reach out to Maggie at mlytle@jhancock.com



Who is Fidelity?

We are one of the most diversified financial services companies in the world.

We help our customers achieve their financial goals whether it be financing a college education, buying a home or planning for retirement, we help them live the lives they want to live.



Program Dates/Hours

July 8 - August 8, Mon-Thu 9am - 5pm



Location

245 Summer Street, Boston



Additional Opportunities

Mentors, group project, professional development, volunteering, speaker series



Qualifications

Intellectual curiosity



Fidelity Investments INTERNSHIP OPPORTUNITIES



Investments

Technology

Human
Resources



Legal

Marketing

Business
Operations





Brenda Kirouac
VP, Talent



We look forward to hosting students for our
6th year in 2024!

Thank you, Boston PIC!

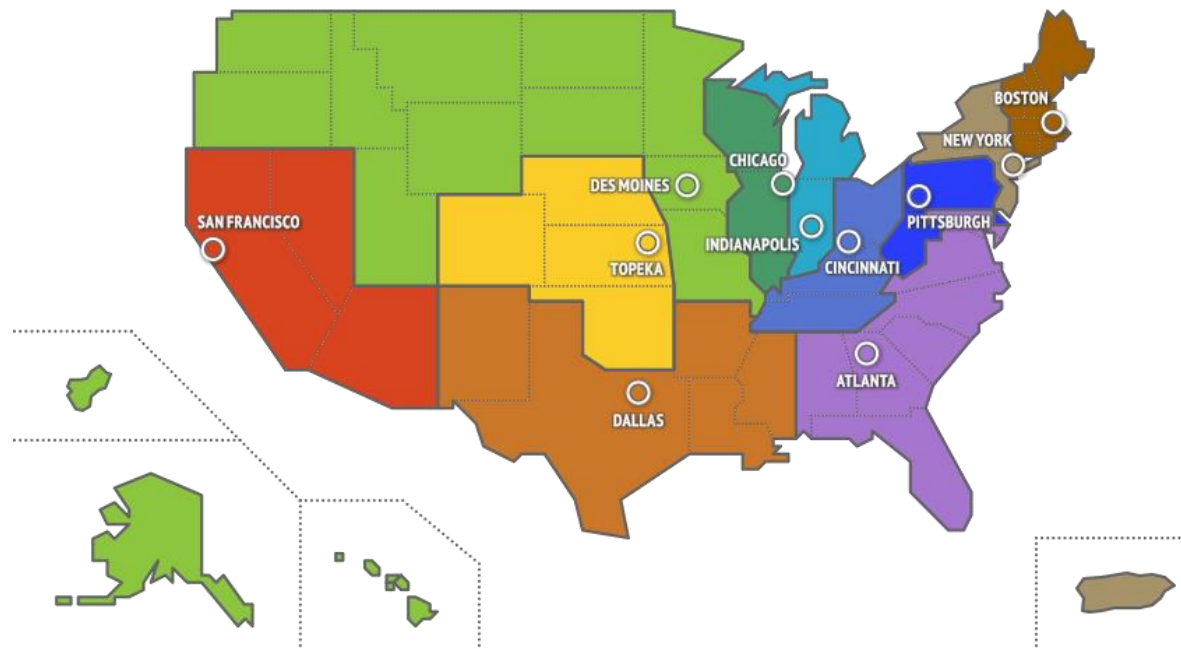
Our Mission

- To provide highly **reliable wholesale funding, liquidity**
- Deliver the best **financial products, services, and expertise**
- Support **home financing, affordable housing, and community development**, including programs targeted to lower-income households

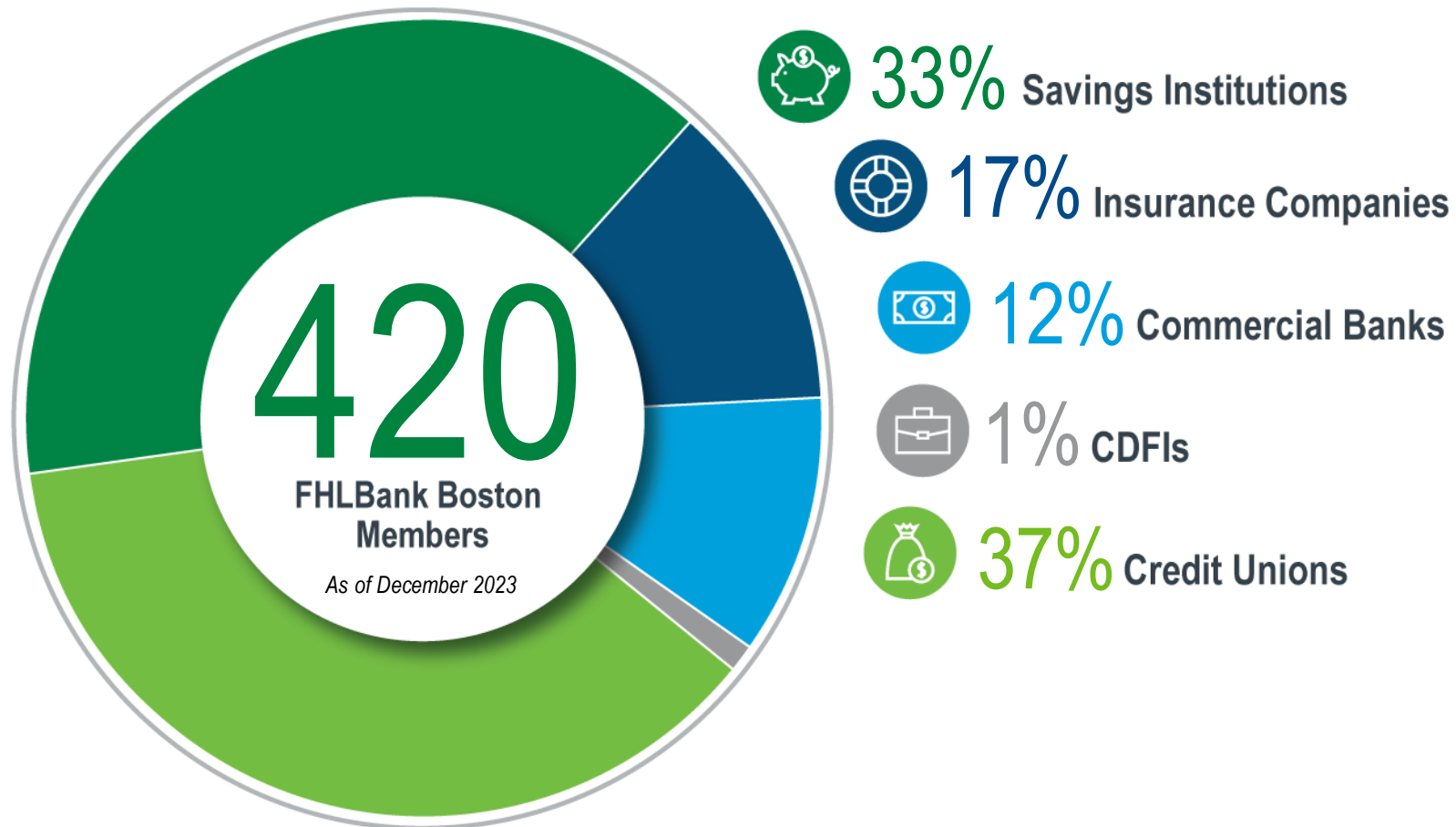


Federal Home Loan Bank System

- **Established by Congress** in 1932 to provide liquidity and funding to member institutions
- **Regulated by Federal Housing Finance Agency** and subject to the terms of FHLBank Act
- **Cooperative Structure** – Bank is owned by its members
- **Offers Low-Cost Loans to Members** – Economies of scale, GSE Status, and Tax-Exempt Status
- **Extremely Secure** – FHLBank debt is the joint obligation of all 11 banks



FHLBank Boston Membership by Type



Prudential Center Office



6th Floor

- Bank Technology
- Credit/Collateral
- Human Resources
- Internal Audit
- Information Security
- Legal
- Operations

7th Floor

- Accounting & Finance
- Enterprise Risk Management
- Housing & Community Investment
- Member Services (Business Development)
- Strategy & Research
- Treasury
- Marketing & Communications

FHLBank Boston Employees

Building a Greater Boston: Braving last week's extreme heat and humidity, our summer interns joined Bank employees for a [Habitat for Humanity Greater Boston](#) build day in Malden, Massachusetts. #affordablehousing #volunteering



High School Summer Scholar Rotational Program Overview

We will host 2 Students in Summer 2024:

- 1 or 2 in a Business/Financial Rotation
- Possibly 1 in a Technology Rotation

Key Details:

1. Dates: July 8 – August 16th, ideally 35 – 40 hours a week
2. Plan to be in the office, some remote days may be available
3. Rotations are 1 or 2 weeks in duration
4. Interest in Banking or Finance ideal, but not necessary

High School Summer Scholar Activities

Meet College-
aged Interns

Check-Ins

Volunteer
Event

Networking

Professional
Development

Projects

Eastern Bank

Summer Teller Internship

Kajaal Cupid
February 2024

ABOUT EASTERN BANK

Committed. Inclusive. Courageous. Eastern Bank has built a legacy of investing in the communities we serve and helping our customers, communities and employees thrive and grow. We pride ourselves in having knowledgeable and experienced professionals that can provide the expertise, personal attention and service our customers deserve.

As a large full service commercial bank in the Greater Boston area, we are able to offer you unique opportunities for career growth throughout the organization, as well as a competitive compensation and benefits program.

An inclusive company, we work to ensure that our valued employees are treated fairly, recognized for their individuality, and encouraged to reach their fullest potential. These values have earned us a reputation as a great place to work and provide a strong reason why you should consider a career with us.



Largest Boston-based
community bank with
\$24 billion in
total assets



Approximately
2,100 colleagues



\$240 million
in charitable giving
since 1994

WHO WE ARE SEEKING

Seasonal Teller

Tellers Perform a variety of routine teller duties to include processing transactions, identifying basic potential financial needs and, based on that identification, making referrals to the platform area as appropriate

POSITION REQUIREMENTS

- Responsibilities for the Teller role include, but are not limited to the following:
- Process deposits to customer accounts; includes verification of cash, verification of endorsements, and providing customers with receipts.
- Cash checks for customers and non-customers.
- Process and properly record the sale of monetary instruments (i.e. official bank checks)
- Process foreign currency purchases and sales.
- Redeem savings bonds.
- Properly file all government-mandated reports related to large cash transactions and the sale of all monetary instruments.
- Process various types of loan payments and credit card cash advances.
- Assist with providing customers with access to safe deposit area.
- Actively engages in the sales process by identifying potential financial needs for customers and non-customers alike and makes appropriate referrals of such leads to the platform staff for follow-up.
- Qualifications:
- Incumbent must be outgoing, have good customer service skills and the ability to work in a fast-paced environment
- Individual should be a self-starter and be technically literate
- High school or equivalent required.

Summer Teller 2024

- 6 Weeks
- May – August 2024
- 25 Hours / Week
- MBTA Accessible Locations
- Competitive Pay



Branch Locations

	Branch	City / Town	MBTA Accessible
1.	Ashmont	Dorchester	Y
2.	Auburndale	Newton	N
3.	Back Bay	Boston	Y
4.	Braintree	Braintree	Y
5.	Braintree – Granite St	Braintree	N
6.	Chestnut Hill	Brookline	N
7.	Dedham	Dedham	Y
8.	63 Franklin St	Downtown Boston	Y
9.	265 Franklin St	Downtown Boston	Y

	Branch	City / Town	MBTA Accessible
10.	Jamaica Plain	Jamaica Plain	Y
11.	Langley Road	Newton	Y
12.	Needham Centre	Needham	N
13.	North End	Boston	Y
14.	Roxbury	Roxbury	Y
15.	Quincy	Quincy	Y
16.	Randolph	Randolph	Y
17.	South Boston	South Boston	Y
18.	Stoughton	Stoughton	N

	Branch	City / Town	MBTA Accessible
19.	Wellesley	Wellesley	N
20.	Wollaston	Quincy	Y

COMMITMENT TO COMMUNITY AND DIVERSITY, EQUITY & INCLUSION INITIATIVES

A RECORD SETTING

\$22 MILLION+

IN CHARITABLE CONTRIBUTIONS
IN 2020

INCLUDING

\$16.5 MILLION

FOR COVID-19
RELIEF EFFORTS



Named one of the **Top 5 Most Charitable Companies** in MA for 2021, and a top Corporate Contributor for the **12th year** in a row.

 **Eastern Bank Foundation**

DIVERSITY IN OUR ORGANIZATION

IN 2020:

50%

of our **Board of Directors** were **women and people of color**

40%

of our Management Committee (the Company's **12 most senior executives**) were **women or people of color**

67%

of our **total workforce** were **women**

43%

of our hires were people of color, a **company record**



of employees report they are **proud to work for our company**⁽¹⁾

(1) As indicated in our 2020 employee engagement survey conducted by an independent third party consultant.



Apply Now



PIC SUMMER JOBS 2024

Student Application Process

Step 1



SUBMIT YOUR PIC APPLICATION

- Begin and review your application.
- If additional support is needed, reach out to your PIC Career Specialist, who can help with your resume and application.
- Confirm your availability for a summer job.
- Begin drafting your application short answers
- Submit the final version of your resume.

Important: Some healthcare employers will require additional materials after submission:

1. Letter of recommendation from 1-2 teachers
2. Recent report card/school transcript
3. Essay/Personal statement

Step 2



PREPARE YOUR HIRING DOCUMENTS

- Photo ID
U.S. Citizens: *Massachusetts ID, Unexpired U.S. Passport, or Student ID with Picture*
Non-U.S. Citizens: *Green card, I-94, or EAC Card*
- Valid Social Security Card
- If resume is submitted via Google Docs, be sure to share with your PIC Career Specialist.

Important: If you do not have these documents, contact your PIC Career Specialist immediately.

Step 3



ACE YOUR INTERVIEW

- Confirm your availability and set a reminder for the date and time of your in-person or virtual interview.
- Reach out to your PIC Career Specialist to help you prepare for your interview
- Send a thank-you email 24-48 hours following the end of your interview.
- Prepare to hear from your PIC Career Specialists via email or phone. Don't forget to activate and check your voicemail.

Important: Contact your PIC Career Specialist if you cannot attend your interview or have any technical issues.

Remember: No call/no show = No rescheduled interview

Step 4



RECEIVE YOUR JOB OFFER

- Accept the offer by the deadline with a professionally written email
- Mark your calendar with the important dates:
 - Onboarding
 - Orientation
 - Start date
 - Paperwork deadlines

Remember: Check your email (including spam and trash folders) daily for job offers.

Visit application.bostonpic.org



or scan the QR code to begin your PIC Summer Jobs 2024 application.

FILL OUT THE PIC APPLICATION TODAY!

application.bostonpic.org

*An updated resume is a REQUIREMENT for the PIC application. Connect with your career specialist to get this done.

ANY QUESTIONS?

THANK YOU

BANK OF AMERICA 

 Eastern Bank
JOIN US FOR GOOD[®]

 **Fidelity**[®]
INVESTMENTS

 FHLBank Boston

John Hancock

 STATE
STREETSM