



## INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

February 7, 2019

EMPLOYMENT SERVICES

P.O. Box 8, Wye Mills, MD 21679

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*The Office of Employment Services publishes this listing of available Internships for Chesapeake College students and residents of the community. Please follow the application procedure outlined in each announcement if you are interested in applying for one of the positions. For more information please contact the Office of Employment Services at (410) 822-5400, 758-1537, or 228-4360, ext. 5804.*

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**American Cancer Society Road to Recovery®** (618) Volunteer Drivers to drive cancer patients to and from treatment. Drivers need a good driving record, current driver's license, proof of adequate automobile insurance, access to a safe and reliable vehicle, schedule availability, regular desktop, laptop or tablet computer access. Go to <https://www.cancer.org/involved/volunteer.html> or 1.800.227.2345. (Date listed: 1/23/19)

**Anne Arundel County Government** (559) is offering **internships** for undergraduate and graduate students. Please encourage your students to look at our opportunities and apply today. A full list of internships can be found [HERE](#). New internships are consistently added to our website. Program Eligibility: •Undergraduate and graduate students actively attending an accredited college or university are eligible to participate in this program. •Students must have at least a 3.0 cumulative grade point average (GPA) at the undergraduate level at the graduate level. •A college transcript is required as evidence of GPA. Unofficial transcripts are acceptable. If a student is interested they will need to submit a transcript (unofficial or official) along with an application. The application can be found [HERE](#). (012218, Updated 7/12/18)

**Benedictine** (719) Paid **Apprenticeship** Program Spring 2018. – **Direct Support Professional**. Upon completion, participants will be guaranteed a position in the adult or school residential communities. Competitive wages and great benefits. Training and support you need to succeed and grow. Director Support Professionals (DSPs) are essential to assisting individuals with developmental disabilities lead self-directed lives, advocating with the people they support to become inclusive members of their communities. DSPs assist with activities of daily living, social skills, accessing community resources and so much more. Requirements: •21 & over •HS Diploma GED •Valid Driver's License & Clean Driving Record (if applicable) •Pre-Employment Drug Screen ,Physical & Criminal Background Check Required •Embody the Benedictine Value of Compassionate Care •Willingness to Learn & Grow. Contact Mikayla at 410.634.2112 or apply at [www.benschool.org](http://www.benschool.org). (Date listed: 2/26/18)

**BroadFutures** (648) Inspiring Inclusion, Expanding the Workforce. APPLY NOW for our holistic training, mentoring, and paid internship programs.

- Winter 2019: **Program application due December 7, 2018**. •Program runs January through April 2019.
- Summer 2019: **Program application due March 15, 2019**. Program runs June through August 2019.

Who we are serving: Young adults between the ages of 18 and 26 who: •Have a documented learning disability; possess a high school diploma; are responsive to direction; are independent. Program: •Initial Training: 2 weeks of training from 9-3. Curriculum incorporates workforce preparedness, professionalism and effective communication, and stress reduction tools. •Fridays during Internship: -Reinforce skills learned in training & role-play areas for effective workplace performance and improvement. •Paid Internships: -7-11 weeks paid internships at professional offices. -20 hours a week, Monday through Thursday; \$13.25/hour. •Coaching/Mentoring: -Goal setting before program & monitoring of goals during program.

-Support & serve as liaison with intern, employer and BroadFutures. Application:

•Fill out application & reference release form: [www.broadfutures.org/interns](http://www.broadfutures.org/interns)  
•Neuropsychological testing & IEP or other documentation of disability. Cost of Program: •Winter Program – \$6,800. •Summer Program – \$5,200. •BroadFutures has a strong commitment to Financial Aid. Admissions Decisions are Need Blind. •SCHOLARSHIPS are AVAILABLE!!!. National Youth Transitions Center, 2013 H. Street, NW 5<sup>th</sup> Floor, Washington, DC 20006. Phone: 202.521.4304. [www.broadfutures.org](http://www.broadfutures.org). [info@broadfutures.org](mailto:info@broadfutures.org). (Date listed: 2/1/19)

**Caroline County Health Department** (710) Denton, MD. Please contact the Department for **Internship**, project or volunteer positions located on the Eastern shore and within 20 minutes of Delaware. The Caroline County Health Department can offer experiences in many areas of Public & Environmental Health such as: Environmental Health, Land Use Planning, Medical Clinic, DDA, Public Health Emergency Preparedness, Children's Health Programs, Mental Health / Social Services / Behavioral Health; Wellness for Women, WIC, AERS, Communicable Disease Prevention, Medical Office Management and Operations, Drug Court, School Aged Health Programs, Administration and so much more! Feel free to contact the Department at 410 479 8030, Scott LeRoy MPH, MS, Health Officer. (Date listed: 2/24/17)

**The Chesapeake Bay Maritime Museum** (576) in St. Michaels, MD has several internship opportunities available for **Summer 2019**. We currently have listings posted on our website [www.cbmm.org/internships](http://www.cbmm.org/internships). We have opportunities for *Education, Curatorial, Communications and Advancement positions*. The Operations internship positions will be listed early next week. Each position includes great hands-on opportunities to contribute to the mission and work of CBMM, as well as an intern seminar to learn more about the different aspects of how our institution operates. (Date listed: 1/10/19)

**CFM Communications** (577) **Communications and Marketing Intern**. CFM

Communications, a boutique communications firm that specializes in content strategy and development, is seeking a dependable, energetic communications and marketing intern to assist with communications, content development, editing and key marketing projects as assigned.

Hours: Approximately 10 hours per week. Preference for intern to commit to set weekly hours and work remotely. Compensation:

Compensation at an hourly rate of \$15 - \$20 per hour, based on experience. Will work with intern to fulfill responsibilities for university internship program credits as applicable. This is a contract position, so tax obligations will be the responsibility of the intern. Responsibilities:

•Assist with communications and marketing projects. •Support content development, including email blasts, e-newsletters, blog posts, articles, press releases, graphic design projects, etc. •Update websites with new content, images, edits to existing content, etc. •Proof emails, copy and websites. •Draft copy for blog posts, articles, websites, email blasts, e-newsletters, etc. •Support staff on presentation development. •Perform administrative functions as needed. Skills Needed:

•Excellent written and verbal communication skills. •Attention to detail. •Proficient in Microsoft Word, PowerPoint, Excel. •Photoshop, Adobe InDesign and beginning graphic design expertise a plus. •Knowledge of payments industry and financial services sector a plus. •AP Style knowledge.

Application Instructions: Submit the following documents via email to [colleen@cfm-communications.com](mailto:colleen@cfm-communications.com). •Current resume and cover letter. •Two writing samples. (Date listed: 1/10/19)

**The Dixon House** (234) Interested in **volunteering** and have a heart for the aging population? Do you have a special talent, interest or hobby? If you truly enjoy bringing a better quality of life to assisted living residents, then this may be for you. The Dixon House is a beautiful colonial home located in Easton and our resident's average age is in their nineties. We are looking for people to help with crafts, bingo, monthly bulletin board, entertaining, decorating during the Christmas season, etc. If you are interested in this very rewarding opportunity please contact Shelly LaRoque, Activity Director, 410-822-6661 for an interview. (Date listed: 9/5/18)

**Echo Hill Outdoor School (464) Internship Positions.** Located on Maryland's Eastern Shore. Echo Hill Outdoor School provides residential learning experiences designed to introduce and acclimate children to the outdoors and foster respect for and awareness of themselves, each other and their environment. Course areas include: Ecology of the Chesapeake Bay conducted on historic work boats, Swamp Ecology including Swamp Canoe and Swamp Walks; Group and Individual Development on our low and high element challenge course; Outdoor Skills in classes like Orienteering and Survival; and History and the Human Environment with classes such as Early American Studies and the "Mystery Tour", an exploration of the cultural and historical landscape of Kent County. The program is flexible so as to meet the needs of a wide range of students, typically 3rd through 9th grade, from both public and private schools as well as college students and adults of all ages. Responsibilities include: assisting and/or co-teaching instructional courses with experienced staff, creation and implementation of new curriculum ideas, overnight tent or dormitory duty for groups, supervision of students, and assisting with special programs and events. Qualifications: Individuals pursuing careers in the areas of education, recreation, and other related work are encouraged to apply. Experience working with and relating to children and people of all ages is extremely beneficial. We are seeking motivated, energetic individuals with creativity, commitment and a passion for the outdoors. Benefits: Full room and board is a condition of this residential position. A weekly stipend is included along with use of the school's natural setting and facilities during personal time. Deadline: Applications are welcome year round. Primary starting dates are in March, June and late August. To Apply: If you are interested in a challenging and rewarding experience, please send cover letter, resume, two letters of reference and two telephone reference contacts to: Sara Vogel, Internship Coordinator, Betsy Z. McCown, Associate Director, [jobs@ehos.org](mailto:jobs@ehos.org), Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton, Maryland 21678, (410)-348-5880, [www.ehos.org](http://www.ehos.org). (Date listed: 11/18/18)

**Haven Ministries (340)** a nonprofit organization in Queen Anne's County, is offering an **Internship opportunity for undergraduate and graduate students.** This is a great opportunity to enhance your resume! The internship is to assist the nonprofit in social media postings in order to inform folks about events, business partners, and programs. Knowledge about creating and scheduling posts is necessary. The time commitment is 1-2 hours a week. Please call Krista Pettit, Executive Director at 410-739-4363 to learn more about this position. (Date listed: 9/14/18)

**Housing Authority of Queen Anne's County (598) Intern – Executive Assistant.**  
Description: We are recruiting interns to provide administrative support to our management team. We provide a fast paced professional work environment that will help students obtain skill to succeed professionally. Responsibilities: •Administrative duties. •Schedule and coordinate meeting and engagements. •Provide customer service for client via phone and in person. •Assist with mailings, print production. Requirements: •Students applying for this internship must have strong written and oral communication skills. •Proficient with MS Office. Majors: Business Administration. To Apply: Send resume and cover letter to [jwhite@gacha.org](mailto:jwhite@gacha.org) with **"Internship"** in the subject line. If you have further questions, please call 410-758-8634. (Date listed: 1/31/18)

**Housing Authority of Queen Anne's County (597) Intern – Finance or Accounting.**  
Description: We are recruiting interns for our Finance/Accounting department. The student filling this position will handle a wide range of important duties. Responsibilities: •Assist with month-end financial reports. •Help with accounts receivable, payable and bank statement reconciliation. •Work with the finance team on yearly forecasting efforts. •Support the payment processing team. •Assist with audits. •Balance sheet reconciliation. •Manage the monthly tracking of our physical inventory. •Data entry. •Post journal entries. •Credit checks. Requirements: •Applicants should be Business, Finance, Economics or Accounting majors. •Proficient in Microsoft Office applications. •Ability to multi-task. •Excellent communication skills are all essential to this position. Majors: Business, Finance, Economics, Accounting. To Apply: Send resume and cover letter to [jwhite@gacha.org](mailto:jwhite@gacha.org) with "Internship" in the subject line. If you have further questions, please call 410-758-8634. (Date listed: 1/31/18)

**Maryland Mentoring Services, LLC** (653) promotes strong character, values, morals, encourages self-determination and independence of its youth while providing positive role models in the mentors that work with them. Maryland Mentoring Services, LLC seeks to establish working partnerships with its clients, individuals, families, organizations, and communities to improve the quality of life for all families. What Is Maryland Mentoring Services? MMS is a community based human service mentoring agency that offers a multitude of services to the youth and families in our communities. MMS was created in order to provide counseling, leadership, and positive role models for high risk and at-risk youth ages 7-21. MMS services and interventions are client focused and family centered with an emphasis on family preservation. MMS understands that early interventions with at risk youth could eliminate and significantly reduce any out of home placement. MMS believes that out-of-home placement serves only to prolong the inevitable process of dealing with family issues once the youth returns home. Services Offered: •One-to-One Coverage, 24/7. •Mentoring Support for youth. •Mentoring for Parents/ Caregivers. •Mentoring Support for LGBT Community. •Educational Support in and out of school. •IEP and 504 Plan Consultant. •Tutoring- Parent/Child. •Service Learning Hours for Graduation. •Fasfa/College Tours. •Behavioral Management. •Crisis Intervention/Conflict Resolution. •Parenting Skills. •Life Skills/ Life Coach. •Employment assistance for Parent/Youth. •Financial Literacy/ Budget. •Paid Internship. •Safe and Affordable Housing. •Recreation/Field Trips. Internship Program: Job Readiness and Training: •Resume building. •Interviewing skills. •Completing job applications. •Dress for success (First impressions). •Many other training services. Each young person will be assessed with a two week job readiness and training program. Based on the assessment and the interview results with each respective employer, each young person will be placed on either Track 1 (Internship Placement) or Track 2 (Community Service). Internship Placement (Track 1): Following the job readiness and training program, each young person in the Internship Placement Program will go through a second on the job placement program where they will be assessed by their respective employers for permanent job placement. This assessment will last for three months. At the end of those three months, the young person will be reviewed and a determination will be made by the employer to indicate whether the young person will either be hired for part-time or full-time employment or whether the young person will need further assessment. The process will include the following plus many more assessment tools: •Weekly stipends. •Weekly assessments. •Regular on-site monitoring. •Service learning hours. Community Service (Track 2): Each young person on the Track 2 will continue to gain necessary and essential skills to prepare them for an internship placement. They will also get service learning hours that will count towards graduation at their respective schools. At the end of three months, these young people will be reassessed for further internship placement opportunities. Maryland Mentoring Services is seeking to hire **mentors and one-to-ones** who live on the Eastern Shore. As a mentor/one-to-one, you will be working with a foster child who lives on the Eastern Shore. As a mentor, some of your duties will include but not limited to, assisting clients with homework, chores, preparing for school, taking them to fun activities, an assisting when teaching proper behavior. You **MUST BE ABLE TO PASS A BACKGROUND CHECK, HAVE A CAR, WILLING TO HELP OUR CHILDREN IN EVERY ASPECT OF LIFE.** Maryland Mentoring Services is located in the Baltimore area. We are looking to open an office on the Eastern Shore to better service our children who live on the Eastern Shore. We are looking to hire 30 new mentors within (1) one month. If you are looking for a new job where you will be able to assist and help children, please email us your resume [marylandmentoringservices@gmail.com](mailto:marylandmentoringservices@gmail.com). (Date listed: 2/5/19)

**Maryland Technology Internship Program** (650) Summary: The Maryland Technology Internship Program (MTIP) helps the State of Maryland retain top talent by increasing the number of paid technical internships across the region. The program incentivizes state and local agencies and technology-based businesses to hire more interns by subsidizing salary costs and providing additional support. Funding Guidelines: Internship funding is available to technology-based businesses and state and local agencies offering paid internships. Preference will be given to smaller businesses and employers seeking interns to fill technical and creative roles that require science, technology, engineering, and/or math (STEM) skills. Organizations who meet the eligibility requirements can be reimbursed for 50 percent of their internship payroll costs up to \$3,000 annually (\$1,800 for the first semester and \$1,200 for subsequent semester). Interns are required to work a minimum of 120 hours per semester. Employer Eligibility: Employers applying



to receive funding support from MTIP must: •Submit a MTIP Application along with a paid, technical internship position for review and approval. •Be located in Maryland. •Be a technology-based business, or a state and local agency offering a technical internship. •Employ an intern who meets the MTIP funding eligibility below. •Participate in an online orientation and complete a short post-internship survey. Student Eligibility: Employers seeking MTIP support must employ an intern who meets one of the four descriptions below: •Current college student, with a cumulative GPA of 3.00 or above, who is attending a Maryland higher education institution. •Current college student, with a cumulative GPA of 3.00 or above, who is Maryland high school graduate attending a higher education institution outside of Maryland. •Graduate (within 12 months) of a Maryland higher education institution. •Maryland resident, with a 2 or 4-year degree, who has been honorably discharged from the U.S. Armed Forces, The National Guard or a Reserve component of the Armed Forces within the last 18 months. Applications for MTIP funding are accepted on a rolling basis and are reviewed bi-monthly. Applicants receive a notice of approval or denial within 15 days of submission. **Applications available online:** <https://mtip.umbc.edu/>. **Contact:** Christine Routzahn, UMBC, 410-455-3671, [routzahn@umbc.edu](mailto:routzahn@umbc.edu). Annie Weinschenk, UMBC, 410-455-8783, [anniew@umbc.edu](mailto:anniew@umbc.edu). (Date listed: 2/4/19)

**The Maryland State Archives** (627) is currently accepting applications to its 2019 summer internship program. The **deadline for student application is Friday, March 29th**. Please share the opportunities with interested students. For full details and application information see: <http://msa.maryland.gov/msa/educ/html/interns.html>. Students interested in Archives, Collections Management, Library Science, Conservation, Historical Research, Preservation, Digital Imaging, Museum Studies, Art and Art History, should apply using the following link: <https://jobapscloud.com/MD/sup/bulpreview.asp?R1=19&R2=005302&R3=0001>. Students interested in Information Technology, Computer Science and Programming should contact [emily.squires@maryland.gov](mailto:emily.squires@maryland.gov). Students interested in volunteer and/or academic credit positions only, please see: <https://msa.maryland.gov/msa/refserv/html/volunprogram.html>. Please contact Emily Oland Squires [emily.squires@maryland.gov](mailto:emily.squires@maryland.gov) with any questions. Thank you. (Date listed: 1/25/19)

**Mid-Shore Pro Bono, Inc.** (278) (A non-profit Legal Services Provider) **Interns** – Description: We are recruiting interns to provide administrative support to our management team in our Easton office. We provide a professional yet casual work environment that will help students obtain skills to succeed professionally. Responsibilities: •Basic administrative duties •Assist with mailings, outreach. •Grant Writing/review. •Requirements: Students applying for this internship must have strong written and oral communication skills. •Proficient with MS Office. •Ability to work with a team and independently. Students interested in Social Work, Non-Profit Management or the Law will be ideal for this opportunity. To Apply: Send resume and cover letter to [sabrown@midshoreprobono.org](mailto:sabrown@midshoreprobono.org) with "Internship" in the subject line. Please, no phone calls. (Date listed: 9/20/18)

**Paul Reed Smith (PRS) Guitars** (487) **Internship: Front End Web Developer** Reports to: Senior Webmaster Description PRS Guitars seeks a Front-End Web Development Intern who will work with the Marketing team on making improvements to existing web marketing sites and applications as well as creating new features and processes for these websites and applications. The ideal candidate will have a good eye for design, an attention to detail, an interest in improving legacy systems and codebases, as well as an interest in modern webstacks such as React, VueJS and GraphQL (a deep knowledge is not required). This person will: •Create features for and make improvements to marketing sites. •Create features for and make improvements to web apps. •Research and implement deployment strategies and processes. Skills: •HTML, CSS/SASS, Javascript, Git. •Experience working with a CMS. •Photoshop. •Ruby on Rails, React, GraphQL – a plus, but not required. •Graphic Design experience a plus. Internship Timeframe: Flexible, but thinking February 1 – April 30. Hours per week: Minimum: 16 Maximum: 30. Travel Requirements/Time in Office: Skype or Google Hangout etc.: Once per week. Physically travel to PRS HQ: Four times over course of internship. Pay: \$15/hour. Contact: Christina M. Woodard, SPHR, SHRM-SCP Director of Human Resources. 410-643-9970 ext. 6895 [cwoodard@prsguitars.com](mailto:cwoodard@prsguitars.com). Where to Apply: [www.prsguitars.com/careers](http://www.prsguitars.com/careers). (Date listed: 12/3/18)

**River's Edge Forest Play** (292) offers **Early Childhood Education and Science unpaid internship opportunities** through their Nature Immersion Programs located in Easton and Trappe, MD. Do you have an interest in the outdoors and children? Then guiding nature immersion programs is for you! River's Edge Forest Play is dedicated to nurturing children through nature. We believe strongly that nature is essential in building a child's social, physical, intellectual, emotional and spiritual development. Responsibilities: Providing children ages 4-11 supervision in a year-round primitive nature immersion program; initiating nature learning through play. River's Edge Forest Play, REFP, will provide training in child supervision, environmental education, managing groups of children outside, and assessments. Requirements: Interested applicants must be available on Friday afternoons from 1:30-4:30pm and limited Saturdays per month throughout the year. Applicants need to be 18 years or older, pass a background check, have their own transportation and be certified in First Aid and CPR. Ideal applicants will have a passion for nature, child development and, or education. Strong naturalist skills are suggested, but not required. Good communication skills, a strong work ethic and ability to play with children are traits strongly desired! For more information, please contact Katelin Frase at 410-310-6457. To apply, please send a cover letter and resume by email to [katelin@riversedgeforestplay.com](mailto:katelin@riversedgeforestplay.com). Applicants are accepted year-round. (Date listed: 9/26/18)

**Rock Steady Boxing-Mid Shore Classes** (687) Offer **Fitness/Allied Health/Wellness Volunteer Opportunities**. Volunteer opportunities are available to assist local Parkinson's patients at our Rock Steady Boxing Classes on Kent Island! Rock Steady Boxing-Mid Shore group-fitness classes are the next steps for Parkinson's patients on the Mid-Shore to continue a safe and rewarding physical fitness program after physical therapy. Our boxing classes are a forced, intense, non-contact exercise program that empowers people with Parkinson's to fight back no matter their current physical conditions. We also focus on balance and strength training for all levels that uses movement disorder-specific exercises to optimize learning, brain health and FUNction! Volunteers have the opportunity to help boxers move safely in the classroom; assist in exercise movements; provide encouragement and motivation; and assist in classroom set-up and breakdown. Volunteer Orientation/Trainings are held periodically. Rock Steady Boxing classes are held every Monday and Wednesday at the Island Athletic Club, located in Grasonville MD (in the Kent Narrows next to Annie's Steak House and Harris's Crab House). Two classes are scheduled at this time designed for specific needs of the participants. Currently classes are held at 12:15pm and 2:15pm on those days. Interested volunteers can email [360strongtraining@gmail.com](mailto:360strongtraining@gmail.com) or call 410-703-9162. Lyn Strzempka-Sutton is Owner/Coach of Rock Steady Boxing-Mid Shore and 360 Strong LLC. This program is supported by the Parkinson's Foundation and Maryland Association for Parkinson Support, Inc. More information is available at: [midshore.rsaffiliate.com](http://midshore.rsaffiliate.com). (Date listed: 2/20/18)

**SAT-7** (559) Easton, MD. **Paid Internship – Graphic Designer**. Satellite television transforming the Middle East through hope in Jesus Christ. Learn what goes on behind the cameras in an international broadcast ministry! SAT-7 interns gain skills in digital marketing and fundraising, learn CRM and CMS software, and contribute to online publications. Most importantly, you can make an eternal difference in the lives of millions of families across the Middle East and North Africa. Essential Responsibilities: •Design online and print materials including but not limited to website and email banners, info graphics, posters, brochures, and PowerPoint presentations. •Collaborate with team members to produce engaging content for social media audiences. •Research and build the ministry's library of photos and videos for use in fundraising pieces. •Provide support for ministry events and Church connections. Qualifications: •Proficiency in graphic design software. •Ability to use Adobe Photoshop, Illustrator or InDesign. •Coursework in art and design. •Experience with photography a plus. A Statement of Faith is required in the Application process. (NOTE: Religious corporations are exempt from the federal laws that EEOC enforces when it comes to the employment of individuals based on their particular religion.) Status: This is a full-time internship lasting 3 to 4 months on-site in Easton, MD. SAT-7 provides a stipend of \$1,500 monthly. Accountability and Oversight: Performance will be measured by: •Ability to achieve objectives and to accomplish responsibilities effectively and efficiently. •Ability to be a team player and promote the mission, vision, and values of the ministry. •Reports to Communications Manager. •This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is

not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned. [Apply online here](#) or fill out this [PDF application](#) and email it to [hr@sat7usa.org](mailto:hr@sat7usa.org). (Date listed: 1/4/19)

**SAT-7 (558) Easton, MD. Paid Internship – Web Content Creator.** Satellite television transforming the Middle East through hope in Jesus Christ. Learn what goes on behind the cameras in an international broadcast ministry! SAT-7 interns gain skills in digital marketing and fundraising, learn CRM and CMS software, research and write for online publications. Most importantly, you can make an eternal difference in the lives of millions of families across the Middle East and North Africa. **Essential Responsibilities:** •Produce written content for digital marketing, event posters, brochures, church kits, and other materials as needed. •Support the research and updating of website content at [sat7usa.org](http://sat7usa.org). •Conduct social media research to reach new followers with engaging content. •Track and document performance results from different web traffic sources. •Provide support for ministry events and Church connections. **Qualifications:** •2 years of college coursework completed. •Strong writing and editing skills. •Proficiency in MS Office software. •Proficiency in social media platforms. •Demonstrated interest in international affairs. •Familiarity with WordPress or similar CMS a plus. A Statement of Faith is required in the Application process. (NOTE: Religious corporations are exempt from the federal laws that EEOC enforces when it comes to the employment of individuals based on their particular religion.) **Status:** This is a full-time internship lasting 3 to 4 months on-site in Easton, MD. SAT-7 provides a stipend of \$1,500 monthly. **Accountability and Oversight:** Performance will be measured by: •Ability to achieve objectives and to accomplish responsibilities effectively and efficiently. •Ability to be a team player and promote the mission, vision, and values of the ministry. •Reports to Communications Manager. •This description is intended to describe the general level and nature of work performed by the person/people assigned to this position. It is not to be construed as an exhaustive list of duties and responsibilities of the person/people so assigned. [Apply online here](#) or fill out this [PDF application](#) and email it to [hr@sat7usa.org](mailto:hr@sat7usa.org). (Date listed: 1/4/19)

**Spa Angels Boutique and Spa (325) Marketing Intern, Chestertown, MD.** Spa Angels Boutique and Spa is a boutique and spa that provides services such as facials, waxing, massage, and party/group events. The spa is a growing business that would like to improve its outreach and marketing of services to the Kent County community and the Eastern Shore. Spa Angels is seeking an intern to help develop a social media presence and an overall marketing strategy. This internship is available for credit only and will provide an individual with an introduction to the world of practical commerce while allowing them to learn how small businesses function. Applicants can be from any class year or major. Hours for the above help are flexible during the week and/or weekends. Front desk help on Friday afternoons and Saturdays would be welcome as well. Applicants should have skills that include computer skills, webpage design/content management, online sales, social media use, and knowledge of developing a marketing strategy. To apply, send your resume to Owner-Operator Patricia Kelly at [spaangelsskincarestudio@gmail.com](mailto:spaangelsskincarestudio@gmail.com). For questions or more information, please contact Patricia Kelly at (443) 924-9478 or by email. (Date listed: 10/7/18)

**Talbot Hospice (614) Training Opportunity:** Are you a people person? Do you like helping others? Do you want to make a difference in your community? Talbot Hospice is currently recruiting Companion Volunteers and will have an informational session on February 20th from 12 -12:45 PM. Light lunch will be provided. Speakers will include Lori Miller, Director of Volunteer Services, Ginni Bowen, Pathways Program Coordinator, and volunteers working as home companions. Talbot Hospice offers hope, compassionate support and services to all members of our community facing end-of-life issues. Companions help patients and families by assisting with errands or shopping, social visits, engaging in activities (games, music, and reading) or making check- in calls. This is strictly a volunteer opportunity and potential volunteers will be required to take full training in March. Please call our Front Desk Receptionist to register if you will be attending this session at 410-822-6681 during business hours (8:30-4:30) Registration deadline is February 13th. If you would like more information, please contact Lori Miller at [lmiller@talbothospice.org](mailto:lmiller@talbothospice.org). (Date listed: 1/23/19)

**Talbot Special Riders** (178) a non-profit Therapeutic Riding program for children and adults with special needs in Preston, is now offering unpaid **internship opportunities for students** pursuing the following areas of study: Human Services, Social Work, Criminal Justice, Addictions Counseling, Business, and Health Professions. Flexible work hours include weekdays, limited evenings and Saturdays. For more information visit our website at [www.talbotpecialriders.com](http://www.talbotpecialriders.com) or contact Kim Hopkins at 443-239-4953/ [tsrhopkins@gmail.com](mailto:tsrhopkins@gmail.com). (Date listed: 8/28/17)

**Talisman Therapeutic Riding** (398) **Volunteer Opportunity** - If you are looking for a friendly and fun volunteer environment, come check out our beautiful farm in Grasonville, Maryland. We offer equine assisted riding for our riders and participants. TTR is always in need of new volunteers to help with horse riding lessons, horse care, events, and farm projects. We encourage all volunteers to share their skills with us! There is no previous experience necessary, our scheduling is flexible, and you must be 14 years of age or older. Please fill out our [volunteer application](#) and attend a brief scheduled orientation. Thank you for your interest and we look forward to seeing you at the farm! Contact Anne with any interests or questions @ 443.239.9400 [anne@talismantherapeuticriding.org](mailto:anne@talismantherapeuticriding.org). [www.TalismanTherapeuticRiding.org](http://www.TalismanTherapeuticRiding.org). (Date listed: 10/26/18)

**University of Maryland – Horn Point** (567) Applications for **interns** for the University of Maryland Horn Point Oyster Hatchery Internship 2019 season! This position is located in Dorchester County (Hudson area). **Deadline to apply is February 15, 2019**. Click here: [Internship Opportunities | Horn Point Lab Oyster Hatchery](#) for more information. [hatchery.hpl.umces.edu](http://hatchery.hpl.umces.edu). Oyster Hatchery Internship. Oyster hatchery interns are expected to become part of the hatchery team and learn all aspects of oyster culture. This includes, but is not limited to, broodstock management, spawning, larval culture, algal culture, settlement, outplanting, deployment, sampling procedures, data collection, farm management, and facility maintenance. If you need this information sent electronically, please see or email Dr. Field at [tfield@chesapeake.edu](mailto:tfield@chesapeake.edu). (Date listed: 1/9/19)

**Wye Angus** (276) **Student Intern Positions**. Job Description: Assist in daily operation of Wye Angus cow herd. Including: 1. Breeding - Artificial Insemination. Heat Checking, Semen Collecting. 2. Data Collection - Animal Measurements, Feed data, routine observations, etc. 3. Herd Health practices - calving, parasite control, vaccinations. 4. Sales - Annual Spring production sale. 5. Pasture management. 6. Hay & Silage Management. Housing: On farm housing and utilities provided for a small fee. Location: In Maryland 20 miles East of the Chesapeake Bay Bridge off of U.S. Route 50, in the land of pleasant living. Only 60 miles to the seashores. Herd History/Background: The Wye herd was acquired by Arthur Houghton in the mid 30's. He hired James B. Lingle as breeder and manager of the Wye cattle in 1938. 18 foundation females and 1 herd bull started the herd. In 1978 the University of Maryland acquired the herd as a gift from Arthur Houghton. Up until 1978 all the Wye cattle were sold through private treaty. In 1978 the first Wye cattle were sold at public auction. Since then we have held an annual spring sale each year. Approximate Employment Dates: Spring Intern - January 1 - May 15. Summer Intern - May 1 - August 31. Fall Intern - August 15 – December 31. **Application Dates**: Spring – November 1 or until suitable applicant found. Summer – March 15 or until suitable applicant found. Fall - June 1 or until suitable applicant found. Send/Email Resume & References To: Wye Angus, Attention: Eddie Draper, P. O. Box 169, Queenstown, MD 21658. (410) 827-6016, (410) 827-7821 – Fax, [edraper@umd.edu](mailto:edraper@umd.edu) - email address. (Date listed: 9/20/18)

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The Office of Employment Services makes every effort to publish the internship listing in a timely manner. However, deadlines for some positions allow a limited response time. Contact with the employer is encouraged to see if the position is still available. Chesapeake College is an Equal Opportunity Institution