



INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

March 7, 2019

EMPLOYMENT SERVICES

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

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.

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. (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
•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 5th Floor, Washington, DC 20006. Phone: 202.521.4304. www.broadfutures.org. 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. 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. •Current resume and cover letter. •Two writing samples. (Date listed: 1/10/19)

Cult Classic Brewing Company (673) (**Marketing Human**) **Internship**. Cult Classic Brewing Company on Kent Island is looking for a focused student interested in learning about the brewing industry and marketing. Position Description: Connecting with media outlets to promote upcoming events, assist with day to day planning, writing copy, designing promotions, and occasionally working events. Ideal candidate will have a fond respect for beer and the fermented arts. They will also be comfortable staring at a screen for long hours and inputting repetitious information into various online forms to promote events. A sense of humor is not required, but will be a useful tool to the ideal candidate. Candidate should be Google compatible. Bonus Points: Artistically gifted, Photoshop literate, Meme-ing on fleek, Facebook capable. Responsibilities:

Weekly: (3) 60 minute shifts each week on-site, 3hrs/week off-site. Internship will run 10 weeks starting week of Feb 25 thru May 1, 2019. Students who pass the internship receive a stipend. Applicants Must be 21+. TO APPLY: Email Rohry@CultClassicBrewing.com and include a list of your top 4 Beers, Movies, Albums and Books. Include your major, cell phone and contact information for one faculty or staff member from Chesapeake College with whom you have a good working relationship. (Date listed: 2/8/19)

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)

Eastern Shore Land Conservancy (732) Coastal Resilience Intern - Paid Internship – Compensation - \$3,000 - June – August, dates flexible (10 week program). Job Description / Purpose: This position supports the work of ESLC's Coastal Resilience Program, an effort to build the resilience of the Eastern Shore's landscape and communities to the effects of climate change, sea level rise, and other coastal hazards. Key Responsibilities: The Coastal Resilience Intern will be part of a team which builds capacity within counties and towns on Maryland's Eastern Shore to adapt and thrive in the face of climate change impacts. The Coastal Resilience Intern will:

- Enhance the Eastern Shore's preparedness and resilience to the impacts of climate change by developing guidance materials for use by local governments and supporting local initiatives;
- Participate in and provide assistance to the Eastern Shore Climate Adaptation Partnership (ESCAP) and its Community Rating System (CRS) Workgroup to increase capacity for resilience planning at the town, county, and regional levels;
- Build public awareness and engagement through outreach and public education events; and
- Advance ESLC's programs by providing climate change, resilience, and planning expertise to land, towns, and people programs, as appropriate.

Key Tasks: The Coastal Resilience Intern is expected to work independently yet collaboratively with ESLC staff and outside partners to achieve the organizational and programmatic goals identified in ESLC's Strategic Plan and annual work plans. A work plan for the Coastal Resilience Intern will be developed at the beginning of the internship. Key tasks for the Coastal Resilience Intern may include:

- Produce Guidance on Stormwater Management – Based on precipitation modelling conducted by the University of Maryland, develop policy guidance for County and Municipal governments addressing extreme precipitation in stormwater management practices.
- Participate in the Eastern Shore Climate Adaptation Partnership – Attend regular meetings of the Eastern Shore Climate Adaptation Partnership (ESCAP) and support emergent projects as appropriate.
- Support Regional Work on the Community Rating System – In partnership with the regional Community Rating System (CRS) Workgroup, identify projects for support and execution.
- Engage and Inform the Community – Increase the public awareness of climate change impacts and build public support for adaptation and mitigation solutions by participating in public outreach events and contributing to ESLC's Resilience Matters newsletter.

Desired Skills and Experience:

- Graduate student preferred, with background in coastal resource management, coastal science, planning, public administration, geography, or related field; uniquely qualified undergraduates studying environmental science, law, and policy may be considered;
- Excellent skills in public speaking, analytical writing, research, and communication;
- Knowledge of sustainability, climate adaptation strategies, and coastal resilience issues;
- Preferred experience with geospatial information systems (GIS) technology;
- Ability to review effectively local government planning documents, comprehensive plan, water and sewer plan, subdivision regulations, hazard mitigation plans, emergency operations plan, critical area maps, evacuation studies, floodplain maps and ordinances, building codes, etc.;
- Ability to review academic research and convert into language appropriate for local government plans and policies; and
- Love of teamwork, and being part of a learning organization.

•Must have own transportation and ability to commute daily to Easton, Maryland. Application Instructions:

- Submit cover letter, resume, and list of three references to hr@eslc.org with the subject line

"Coastal Resilience Intern Application". •Inquiries regarding the internship may be directed to jbass@eslc.org. (Date listed: 2/26/19)

Easton Utilities (693) Summer 2019 Internships Available. Program Overview: This program provides selected candidates an exciting opportunity to gain valuable experience in their field of study while employed within one of the Easton Utilities' departments or divisions. In an effort to recruit local talent, the program is advertised on the organization's internal news board, EU Today, as well as via email. The program is also publicized on Easton Utilities' Facebook page and external website. All applicants are required to submit a resume with their applications, and are encouraged to include cover letters, portfolios and/or letters of recommendation. **This job posting will run February 15, 2019 with the deadline to submit applications ending on March 22, 2019.** Job Description: During the course of their summer term, interns will work alongside coworkers to acquire the skills necessary to perform daily departmental tasks related to their degree program. In conjunction with their daily responsibilities, they will attend a series of Lunch & Learns with facility tours to gain insight into the various departments and their operations. Interns will also participate in shadowing days with a designated staff member in their respective departments. Additionally, interns will be required to assist with processing fiscal yearend inventory on the date established on the program schedule. Finally, they will be required to collaborate with their department manager to select a summer project worked through from start to finish. This project will require strict time management including the necessity to establish a project timeline, a feasible project scope, and the ability to present a point paper and finished product at the end of the summer term. Presentations will be conducted in the presence of staff and management. Candidate Requirements: •Must be entering their Junior or Senior year of an accredited college/university. •Field of study must relate to one of Easton Utilities' departments or divisions. •Working knowledge of Microsoft Office suite. •The ability to work and thrive within a team oriented environment. •Strong written and verbal communication skills. •Ability to work a minimum of 24 hours, up to 40 hours per week. •Availability schedules must be established and provided to HR prior to program start date. •All offers are contingent on a pre-employment drug test and background check. Hiring Process: Interviews will be held during the month of April 2019 with Easton Utilities' HR department and the corresponding department supervisor and manager. A maximum of six (6) interns will be selected for the summer term, with a limit of one (1) intern per department or division. At the conclusion of the summer term, all interns will be required to participate in an exit interview with Easton Utilities' HR department. Rewarding and Invaluable Experience: Easton Utilities has played a considerable role in preparing interns for post graduate work and potential career opportunities. Between the program's effort to enhance the skillsets of young professionals, and its ability to provide real life applications, it has proven to be an extremely valuable and rewarding experience for selected candidates. Download the application at www.eastonutilities.com under employment opportunities and email with resume and additional documents to jobs1@eucmail.com. (Date listed: 2/13/19)

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, Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton, Maryland 21678, (410)-348-5880, www.ehos.org. (Date listed: 11/18/18)

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 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 with "Internship" in the subject line. If you have further questions, please call 410-758-8634. (Date listed: 1/31/18)

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. Annie Weinschenk, UMBC, 410-455-8783, 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. 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 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 with "Internship" in the subject line. Please, no phone calls. (Date listed: 9/20/18)

Mt. Harmon Plantation (715) **2019 Internship Program**. Historic plantation and nature preserve on Sassafras River in Cecil County, MD is seeking interns to assist with Museum & Visitor Programs & Special Projects. Mount Harmon Plantation, on the National Register of Historic Places, is the northernmost Tidewater plantation open to the public. Located on the Sassafras River in Cecil County, Earleville, MD, Mount Harmon is a premiere heritage destination for Colonial and Tidewater history. Mount Harmon's educational and visitor programs include: guided tours, school field trips, special event series, Education & Discovery Center, workshops and lectures. Visitors come from around the world to tour the 1730 manor house, colonial kitchen, smoke house, tobacco barn and prize house, and to enjoy the pristine natural surroundings. Among our many programs, the plantation hosts tour and education programs, special events, weddings and receptions, and other community events. The Friends of Mount Harmon, Inc. is a nonprofit corporation and membership organization, dedicated solely to the preservation and interpretation of Mount Harmon Plantation for the public's education and enjoyment. **Mount Harmon Internship Position Summary**: Interns provide assistance for our museum and visitor programs. Duties include assisting with our tour and education programs, providing research, marketing, and administrative support, and other tasks as assigned. Interns can choose to specialize or complete special project in field of interest. Mount Harmon offers interns the opportunity to work in the museum field and gain valuable hands-on experience in a non-profit museum setting. History, Museum Studies, Education, and Communications students encouraged to apply. Position Requirements: Excellent communication, organizational, people and computer skills, experience with the public, and flexibility of hours & days including some weekends. Experience in the museum, education, or nonprofit field a plus. Position: For credit, part time, stipend available. Approximately 15 hours per week. To apply, submit letter of interest and resume to FOMH email info@mountharmon.org. Friends of Mount Harmon, Inc., PO Box 65, 600 Mount Harmon Road, Earleville, MD 21919. **Applications will be accepted through May 15, 2019**. (Date listed: 2/21/19)

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 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.rsbaaffiliate.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. (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. •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. (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. 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. (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 or contact Kim Hopkins at 443-239-4953/ 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. www.TalismanTherapeuticRiding.org. (Date listed: 10/26/18)

Touchstones® Discussion Project (713) Employment Opportunity – A Real Resumé Builder. Part-time position available at 35-year-old education non-profit located in the Chesapeake Bay Office complex in Stevensville, Maryland. Join the Touchstones® Discussion Project team with an after-school job for approximately 10 hrs/wk (Mon-Fri). Proven employees will have the opportunity to work up to 35 hours/week (Mon-Fri) during the summer. Learn about us at www.touchstones.org. Job responsibilities include but are not limited to: •Data entry into online database. •Receiving calls from customers and providing light customer support. •Placing orders for customers. •Preparing packages for shipping. •Filing. •Administrative support for local community programs: tracking attendance and preparing materials for weekly programs. •Additional administrative support, as required. Key attributes and required skills: •Ability to work well with others in a collaborative workspace. •MS Office (Word, Excel). •General keyboarding. •Excellent written and verbal command of English. •Attention to detail. •Punctuality and reliability. •Your own transportation (Touchstones covers Bay Bridge toll). •Must be eligible to work in the U.S. and meet state employment requirements. Pay: Starting rate is \$10.50/hr. with possibility of an increase after 90 days and again before summer employment for consistently demonstrated efficiency and reliability and high-quality work. Two personal references are required, and one work reference is preferred. (Date listed: 2/21/19)

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 - email address. (Date listed: 9/20/18)

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