



INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

May 9, 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 Updated 3/28/19)

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**. (Date Listed)

Beat the Rush Delivery (BTR) (1041) **Internship** Opportunity. Looking to grow your media and computer science skills? Come join BTR! We are a growing Internet based company that provides Personal Shopper and Food Delivery service within the company. This means we assist the community with their grocery shopping needs as well as providing delivery of meals from local eateries. We are in need of assistance with customer relations in the areas of social media/marketing. We are looking for individuals who are: *Friendly and out-going; *Hospitable; *Motivated to work independently; *Able to operate mobile devices; *Teachable; *Team player; *Available minimum of 15 hrs per week. **Must apply by June 10th, 2019**. (Date listed: 5/9/19)

Caroline County Department of Recreation and Parks (905) **Marketing Intern**. The Department: We are responsible for the development, delivery and management of a variety of recreation programs and public facilities within Caroline County. To learn more about Caroline County Recreation and Parks visit our Department page. About the Internship: Our recreation and parks team create campaigns and innovative projects that are designed to interact with the Caroline County community. Interns that are interested in marketing, communication, and social media will have the opportunity to work on a variety of tasks and projects. Summer Internships will range between 12 – 16 weeks. Work schedule will be up to 30 hours weekly. Anticipated Start Date: May 22th, 2019 Anticipated Completion Date: August 20th 2019. A Marketing Intern can expect to be an integral member of a small but mighty recreation and parks office and be involved in much or all of the following: •Make recommendations for determining departmental social media strategies as they relate to content, regularity of updates, push notifications, and consistency of delivery. •Conducting photo/video shoots of various parks and events and utilizing

for maximum exposure. •Assist in reimagining website appearance and content to reach a maximum audience. •Assist in the implementation of a roll out strategy for online reservations/registration software and assisting in mitigating negative implications to customers. •Develops flyers, postcards, pamphlets and other print materials as needed. Requirements: •Experience with Adobe Creative Suite and Microsoft applications. •Strong presentation skills. •Excellent organization, time management, and planning skills. •Willingness to adapt and work in high-energy environment. •Excellent interpersonal skills. **Open Until Filled.** **Pay range:** \$12-\$15 per hour. Upon an employment offer, applicants must submit to a substance abuse test and complete criminal background check. EOE. **How to Apply:** Submit cover letter and resume to: Caroline County Office of Human Resources, 103 Gay St., Ste. 1, Denton, MD 21629 or email to: hrposting@carolinemd.org. (Date listed: 4/3/19)

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 2/20/19)

The Chesapeake Bay Environmental Center (CBEC) (791) is a private, non-profit located on the Eastern Shore in Grasonville, Maryland dedicated to creating the next generation of Bay stewards by providing "hands-on, feet-wet" environmental education. Our summer camps allow students to explore life around the Bay through environmental studies, science, arts, and recreation. Our summer internship program offers great experience for college students interested in any of these fields of study: education, environmental studies, environmental science, or recreation. Interns will receive hands-on training and experience with the fundamentals of environmental education best practices, lesson plan creation, and program facilitation. Interns will facilitate programs for summer camp and visiting groups. Interns will receive training and ample practice in handling, caring for, and teaching with captive raptors. Interns will participate in weekly professional development experiences to experience other career opportunities and network in the environmental sector. By the conclusion of the summer, interns will complete an electronic portfolio showcasing their experience with environmental education. This will serve as an excellent resource when applying for jobs. Interns will earn a small stipend, dispersed twice during the summer, and housing can be arranged, if needed. Intern Qualifications: •Currently enrolled in college or recent college graduate. •Strong interest in teaching and environmental education. •Energetic, enthusiastic, flexible, and overall positive attitude. •Ability to work and communicate effectively with children and adults. •Available to work at least 10 weeks over the summer. •Preferred - teaching experience and/or environmental studies background. Internship Responsibilities: •Supervise group of up to 20 campers with a team of 2-3 counselors. •Plan and lead at least one environmental education lesson weekly. •Organize and lead nature exploration, games, and other recreation activities. •Assist and supervise campers while kayaking. ACA Level 1 kayak training available, if interested. •Observe environmental education programs led by Education Coordinator and assist. •Respond appropriately to any medical issues and emergencies with first-aid or CPR. First-aid and CPR training available, if not already certified. •Assist with raptor care and handling. •Attend weekly professional development "shadowing" experiences. •Create electronic portfolio showcasing internship experience. Internship Schedule: Interns may begin as early as May 13, but must start by June 3. •May 13 – May 31 – Assist with school field trips and camp preparations. 9-5pm, daily. OPTIONAL: •Weeks of June 3 and 10 – Camp preparations, 9-5pm. •Camp Training – June 9, 12-4pm. Mandatory training. •CPR/First-aid training – Date TBD. 3-hour class. Mandatory, unless currently certified. •June 17 – August 30 (end date dependent on intern's availability) – Weekly day camp sessions, Monday-Friday, 8:15am-4:15pm. Contact: If you are interested in applying to be an intern this summer, please send resume and one letter of recommendation to the Camp Director, Katey Nelson at knelson@bayrestoration.org. Resumes will be reviewed as they are

received and selected applicants will be contacted to schedule a phone or in-person interview. (Date listed: 3/8/19)

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)

The Classic Motor Museum (828) in St. Michaels needs **volunteers**. Anyone interested should call 410-745-8979 Mon-Fri between 8:30am and 4:30pm. Volunteers are needed 7 days per week between 9am and 5pm starting April 1st. A couple of hours a week helps a lot. (Date listed: 3/14/19)

The Department of Homeland Security (DHS) (879) announced that applications for the **2019 Secretary's Honors Program Cyber Student Intern Program** are now being accepted. This summer, selected undergraduate and graduate students will complete assignments supporting the DHS cyber mission over the course of 10 weeks. "DHS is committed to bettering our cyber workforce in order to combat the threats we see on our critical infrastructure every day." Chief Information Officer Dr. John Zangardi said. Through this program, students currently pursuing degrees related to cybersecurity have the opportunity to gain first-hand exposure to the cybersecurity work performed at DHS. The selected students will gain invaluable experience while completing various assignments supporting the DHS cyber mission. In addition, they will participate in mentoring and professional development events with DHS managers and senior leaders. Students selected for the current cohort will receive a stipend and complete assignments in the Department's Office of the Chief Information Officer. For more information on the selection and application process, visit <https://www.dhs.gov/homeland-security-careers/cybersecurity-internship-program>. (Date listed: 3/28/19)

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)

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)

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)

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)

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.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. (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.talbotspecialriders.com or contact Kim Hopkins at 443-239-4953/ tsrhopkins@gmail.com. (Date listed)

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)

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)

Weis Markets, Inc. (866) **Store Management Intern.** Based on selected candidates location. Available at various Weis Markets locations, visit <https://www.weismarkets.com/about-weis/contact-us/find-a-store/> to find your preferred location. Duration: 10 weeks - 40 hours per week from 6/2/19- 8/10/19 at \$15/hr. Description/Qualifications: Weis Markets, Inc. is seeking sophomore, junior or senior level candidates for a summer internship to take place within our store locations. May 2019 graduates will also be considered. This internship is designed to provide students with knowledge of total store operations including, departmental oversight, financials and human capital management. The intern will be supervised by the assigned Regional HR Manager and will be expected to gain exposure and contribute to the following areas: •Managing and executing total store operations in partnership with the store management team. •Provide leadership and guidance to department managers and associates throughout the store to optimize customer service, sales and profits. •Assist in developing talent, performance management, inventory control processes, merchandising, asset protection and compliance programs. They also manage food safety, fresh processes and overall compliance of fresh departments (Bakery, Deli, Meat, Seafood, and Produce). •Ensures associate behavior is consistent with the Company's mission, vision and values. Duties and Responsibilities:
1. Workforce Planning & Staffing: Partner with store management team on workforce planning and ensuring all departments are appropriately staffed with qualified/trained associates. 2. Talent Management/Talent Development: Ensure that all associates are properly trained and have the knowledge and skills necessary to perform their jobs. 3. Associate Engagement: Build associate engagement, commitment and teamwork by employing effective management practices. 4. Customer Service: Be a role model for demonstrating Weis' customer service standards and

behaviors; teach, train, and coach associates on demonstrating the Weis customer service behaviors. 5. Company Initiatives, Processes & Programs: Assist store management team in managing the implementation, execution and sustainability of new programs, processes, policies, and systems. 6. Sales Building: Analyze sales & profit reports and identify opportunities for improvement. 7. Inventory Control/Shrink Management: Manage inventory control processes and computer-generated ordering (CGO) to maintain appropriate in-stock levels; anticipate and react to changes in the business that affect in-stock levels; utilize shrink programs/tools to minimize controllable shrink. 8. Compliance and Safety: Ensure compliance with all local, state, and federal government regulations and laws for health and sanitation, OSHA, weights and measures, and product coding. Ensure compliance with employment, wage and hour laws/administration. Ensure associates perform their jobs in a safe manner and operate equipment safely. 9. Store Standards & Conditions: Maintain store standards and conditions to optimize the customer experience and minimize safety issues/potential disruptions to the business. Learning Objectives: By the successful conclusion of the internship, the student will be able to: •Identify manager responsibilities and tasks, along with daily operational tasks on the floor. •Practice various management skills and techniques. •Build associate engagement and teamwork. Desired Skills: Effective written and verbal communication, attention to detail, strong work ethic, critical-thinking and problem solving skills. Reliable transportation as a moderate amount of reimbursed travel will be required during the duration of the internship. How to apply: Email resume and cover letter to Dwayne Cover at dcover@weismarkets.com. Dwayne Cover- Human Resource Talent Manager- 443-452-7734 or at dcover@weismarkets.com. (Date listed: 3/25/19)

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