



## INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

July 29, 2020

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 [www.cancer.org/drive](http://www.cancer.org/drive) or 1.800.227.2345. (Updated 6/11/20)

**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)

**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)

**Local 77 of the International Union of Operating Engineers** (41) What do we do? Operate all heavy equipment on construction projects. Who are we looking for? **Apprentices**, Must have: High School Diploma or GED equivalent, Driver's license and transportation, Must be at least 18 years old, willingness to learn, Birth Certificate. Applications **will be taken on August 20th and 21st**. Applicant must call the training center to schedule an appointment. Contact information: IUOE Local 77 JATC (Training Center), 2114 Fiddler Lane, Accokeek, MD, Tel. 301-283-3476 [jatc77@gmail.com](mailto:jatc77@gmail.com) date listed 7/15/20

**Maxes Taxes (947) Accounting & Tax Internship** -Are you interested in becoming a certified public accountant? Interested in learning taxes? Do you love numbers? We encourage you to contact us regarding an opportunity to gain practical experience through an internship at our office. Essential functions include, but are not limited to the following: Assist in the maintenance and preparation of tax-related items to include tax records, tax returns, tax schedules and related tax reports. Help to prepare local, state and federal level returns to be submitted within specified tax deadlines. Work to resolve IRS and state tax notices for clients in need  
Maintain records according to generally accepted accounting principles including the recordation of general journal entries, A/P, A/R, and reconciliation of bank statements  
Apply strong accounting skills analyzing accounts in Quick Books and associating financial statements Participate in activities needed to support the management functions of the team  
If interested, please contact our Stevensville office at #443-249-3172 or email us at [info@maxestaxes.com](mailto:info@maxestaxes.com) . Date Listed 6/4/20

**The Kennard Alumni Association (717)** is looking for energetic, self-motivated individuals to work at the Kennard African American Cultural Heritage Center and Museum. This **Internship** position would allow the individuals to assist with the center's African American History Museum's collections and exhibits. Duties would include sorting, cataloging, and storing of the museum's collections, assisting with the creation of exhibits, and learning museum curation and research. The interns would also learn to be docents to conduct tours at the center while learning local African American history and culture. This would be a paid internship position at \$10 p/hr and schedules would be determined by workload and instructor availability. Please contact Clay Washington at 443-239-2110, if interested. (Date listed: 2/19/20)

**Character Counts Mid Shore Inc. (30) Curriculum & Program Design Internship**

*Organization Description* - Located in Easton (Talbot County, MD), Character Counts Mid Shore, Inc. is a nonprofit organization that specializes in developing life-changing character strengths in young people across Maryland mid-shore region. At Character Counts Mid Shore, we empower character growth to pave pathways of success for all young people and invest in the vitality of communities. We envision a future where all youth have equitable access to the tools needed to be well prepared for productive lives. In this future, the communities we serve are healthy and sustainable, benefitting from a characterful, engaged citizenry. This is a tremendous opportunity for students to gain instructional design and general nonprofit experience, improve their specific technical skill sets, and help build something that will have a great social impact.

*Job Description* - We are looking for an intern who shares our passion for making young lives better through education, the power of character, and equity to serve on our program development team. Working together with a team of educators, nonprofit leaders, and program designers, the chosen applicant(s) will gain experience applying curricular design theories to real-time program development at a youth-serving educational nonprofit organization . Primary responsibilities include but are not limited to: Influence Character Counts Mid Shore's strategy and instructional content; Work collaboratively on a new program that promotes quality instruction and assessment; Support the development of our learning framework and interactive, asynchronous learning experiences; Build relationships with partners at all levels -- from interns to academic and administrative leadership, as well as community leaders across the mid-shore region; Work closely with knowledgeable team members to capture program development innovations in a shareable, replicable format. *Other responsibilities as necessary.*

*Qualifications:* At least initially, must be willing to work on-site in Easton, MD (a small team taking COVID-19 precautions). As the project becomes more defined, remote work is possible. Must be a full or part-time student and working toward a degree. Must be willing to commit to at least 10 hours per week for approximately 3 months. Flexible; ability to adapt to changing priorities and multiple tasks. Familiarity with the foundations of education theory, curriculum design, and/or nonprofit program administration; interest in educational equity a must. Ability to take initiative and must have the confidence to learn in a "live" environment. Must be reliable with excellent organizational skills and very strong attention to detail.

Integrity, honesty, openness, and a willingness to operate as a team player. (preferred) College level coursework in the art of child development, educational psychology, curriculum design

and/or instructional technology. *Additional Information* - We are happy to provide a stipend of \$500 for the successful completion of the internship. When you work for Character Counts Mid Shore, Inc., you're joining a team of experts and professionals who are committed to bettering our society through molding characterful, engaged, and ready citizens. Character Counts Mid Shore, Inc. will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status. Character Counts Mid Shore, Inc. is committed to maximizing the diversity of its organization and depends on a diverse staff to carry out its mission, and encourages all qualified candidates to apply. To Apply Please send a letter of interest and resume to [lauren@charactercountsmidshore.com](mailto:lauren@charactercountsmidshore.com) . Date listed: 7/9/20

**Character Counts Mid Shore Inc. (30) *Nonprofit Marketing & Communications***

***Internship*** *Organization Description* Located in Easton (Talbot County, MD), Character Counts Mid Shore, Inc. is a nonprofit organization that specializes in developing life-changing character strengths in young people across Maryland mid-shore region. At Character Counts Mid Shore, we empower character growth to pave pathways of success for all young people and invest in the vitality of communities. We envision a future where all youth have equitable access to the tools needed to be well prepared for productive lives. In this future, the communities we serve are healthy and sustainable, benefitting from a characterful, engaged citizenry. This is a tremendous opportunity for students to develop marketing & communications skills and general nonprofit experience, improve their specific technical skill sets, and help build something that will have a great social impact. *Job Description* - We are looking for an intern who shares our passion for making young lives better to gain experience in 21st Century marketing and communications strategies. In collaboration with nonprofit leaders, the chosen applicant will work to advance the mission of a youth-serving educational nonprofit organization . Primary responsibilities include but are not limited to: Influence Character Counts Mid Shore's communication strategy in a variety of formats; Work collaboratively to design a marketing campaign around the organization's new program; Support the organization's overall brand identity in a pivotal time in the lifecycle of the nonprofit; Build relationships with partners at all levels -- from fellow interns to administrative leadership, as well as community leaders across the mid-shore region; Work closely with knowledgeable team members to build marketing & communications systems that will guide the future of Character Counts Mid Shore, Inc. *Other responsibilities as necessary.* *Qualifications* - At least initially , must be willing to work on-site in Easton, MD (a small team taking COVID-19 precautions). As the internship evolves, remote work is possible. Must be a full or part-time student and working toward a degree. Must be willing to commit to at least 10 hours per week for approximately 3 months. Flexible; ability to adapt to changing priorities and multiple tasks. Familiarity with social media content creation, short- and long-form writing; media relations; development of marketing collateral, and more. Ability to take initiative and must have the confidence to learn in a "live" environment. Must be reliable with excellent organizational skills and very strong attention to detail. Integrity, honesty, openness, and a willingness to operate as a team player. (strongly preferred) Experience with Canva, Adobe Photoshop, Illustrator, Google Suite for Business. (preferred) College level coursework in marketing, social media communications, business fundamentals and/or nonprofit administration. *Additional Information* - We are happy to provide a stipend of \$500 for the successful completion of the internship. When you work for Character Counts Mid Shore, Inc., you're joining a team of experts and professionals who are committed to bettering our society through molding characterful, engaged, and ready citizens. Character Counts Mid Shore, Inc. will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status. Character Counts Mid Shore, Inc. is committed to maximizing the diversity of its organization and depends on a diverse staff to carry out its mission, and encourages all qualified candidates to apply. To Apply: Please send a letter of interest, resume, and writing or creative sample (such as social media campaigns, marketing projects, etc). In your letter of interest, please include one example you've seen of effective social media or influencer campaigns for a

cause. All application materials should be directed to Executive Director Lauren Weber at [lauren@charactercountsmidshore.com](mailto:lauren@charactercountsmidshore.com) Date listed 7/9/20

**Character Counts Mid Shore Inc. (31) *Video & Film Internship***

*Organization Description* - Located in Easton (Talbot County, MD), Character Counts Mid Shore, Inc. is a nonprofit organization that specializes in developing life-changing character strengths in young people across Maryland mid-shore region. At Character Counts Mid Shore, we empower character growth to pave pathways of success for all young people and invest in the vitality of communities. We envision a future where all youth have equitable access to the tools needed to be well prepared for productive lives. In this future, the communities we serve are healthy and sustainable, benefitting from a characterful, engaged citizenry. *Job Description* - As the Film & Video Intern for Character Counts Mid Shore, you will have a variety of responsibilities throughout the semester. Our team is looking for a bright and innovative intern to film and edit video segments that will be shown to PreK – Grade 12 students. Primary responsibilities include but are not limited to: Assist with filming and editing video segments. Direct assigned studio and possible field-based video production. Assist in scheduling tapings and guest appearances. Coordinate pre-production and production planning activities. Plan and perform video post-production tasks which includes reviewing footage, making editorial decisions, tape logging, rough cuts, audio adjustment, color correction, and final editing. Compress video projects for output; make video products available in a variety of formats. *Qualifications* - Must be willing to work on-site in Easton, MD studio (a small team taking COVID-19 precautions). Must be a full or part-time student and working toward a degree. Must be willing to commit to 2-3 days a week for approximately 3 months (specific schedule TBD). Flexible; ability to adapt to changing priorities and multiple tasks. Familiarity with video production equipment and software; interest in filming and editing video segments. Ability to take initiative and must have the confidence to learn in a “live” environment. Must be reliable with excellent organizational skills and very strong attention to detail. Integrity, honesty, openness, and a willingness to operate as a team player. (preferred) College level coursework in the art of film, video production, mass media and/or computer science. (preferred) Comfort with post-production equipment, Final Cut Studio, Adobe Creative Suite, video editing software, Macintosh operating system. *Additional Information* - We are happy to provide a stipend of \$500 for the successful completion of the internship. When you work for Character Counts Mid Shore, Inc., you're joining a team of experts and professionals who are committed to bettering our society through molding characterful, engaged, and ready citizens. Character Counts Mid Shore, Inc. will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, gender, sexual orientation, age, gender identity, genetic information, disability, or protected veteran status. Character Counts Mid Shore, Inc. is committed to maximizing the diversity of its organization and depends on a diverse staff to carry out its mission, and encourages all qualified candidates to apply. To Apply, Please send a letter of interest and resume to [lauren@charactercountsmidshore.com](mailto:lauren@charactercountsmidshore.com) . date listed 7/9/20

**Queen Anne's County (771) Internship.** The unpaid internship provides an opportunity for people interested in a specific career focus to experience on-the-job training and the day-to-day responsibilities of a specific job. This internship must be approved by the Department Director prior to submitting an application. [View Job Details](#). **Closes On: December 31, 2020 at 04:30 PM EST.** (Date listed: 3/12/20)

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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