



INTERNSHIP/APPRENTICESHIP/VOLUNTEER LISTING

September 5, 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.

AARP (102) Join the Team as an AARP **Tax Aide Program Volunteer** on the Eastern Shore. AARP needs friendly, compassionate volunteers for the coming tax season to provide FREE TAX-FILING for anyone, with special attention to older low-income taxpayers. As an AARP volunteer tax preparer, YOU... •Work directly with senior citizens and those needing personal tax preparation assistance. •Help those individuals who might otherwise miss important tax benefits. •Learn new skills and find satisfaction in helping those less fortunate in the community. You do not need a financial background; it's helpful, but not required. You will receive tax training prior to rendering services and ongoing support as part of a team of tax preparers, and serve at a location close to your home. For more information, visit the AARP Tax Aide website: www.aarp.org/money/taxes/aarp_taxaide. If you are considering becoming a volunteer, go to: taxaide2019@gmail.com. Leave your name and contact information and we will get back in touch with you. (Date listed: 7/23/19)

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 6/13/19)

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)

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)

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 of St. Michaels (1086) is seeking **Interns** to help with social media outreach, research and database creation, and website design and maintenance. If your course of study requires an internship or if you'd like to volunteer your services in any of these areas please contact Anita at aschneider@classicmotormuseum.org or call her at 410-745-8979. (Date listed: 5/16/19)

Cult Classic Brewing Company (126) (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. **INTERNSHIP Breakdown:** 6 Hours a week, 10 weeks a semester, 60 Hours - Stipend for passing grade (Covers Cost of Course \$496 + \$100 Giftcard to brewery +Shift Beers) Cost Per 3 Credit Class (In-County Tuition) = \$496 + <https://www.chesapeake.edu/admissions/tuition-fees>. (Date listed: 7/30/19)

The Fastenal Company (88) Management Trainee/Sales Associate (Internship). Would you like to jump-start your career and learn what it takes to manage a business for an industry leader? The Fastenal Company would like to invite ambitious, hard-working individuals to apply for the position of Sales Associate. Applicants should be able to bring new ideas and improvements to business practices; work well independently and as part of a team; and demonstrate Fastenal's core values of Ambition, Innovation, Integrity and Teamwork. You can do this while working around your class schedule with flexible hours between 7am and 5pm, Monday through Friday. **About Us:** As a multibillion-dollar global enterprise specializing in industry-leading supply chain management solutions, Fastenal has grown steadily since its founding in 1967 as a small-town fastener shop. What's the secret to our success? Fastenal hires great people, supports them throughout their career, and encourages them to reach their full potential in pursuit of our

common goal: Growth through Customer Service. As a growth company with a solid financial position, one that typically doubles in size every five years, Fastenal offers opportunities for our people, whether they're newly hired or seasoned veterans. If you have an entrepreneurial spirit and are looking to make your mark as part of an elite growth company, you won't find a better fit than Fastenal. **Overview:** You will have the opportunity to balance formal training with real-world experience managing a branch and working directly with customers. Through this opportunity you will expand your skills in Supply Chain Management, Asset Management, Distribution, Marketing, Merchandising, Procurement Systems, and Business-to-Business Sales. It's a great way to learn real-world skills in our fast-paced industry and potentially transition to a full-time position upon graduation, with ongoing opportunities for advancement. **Responsibilities:** The duties and responsibilities of this position include; though, are not limited to: •Developing and managing strategic customer partnerships; •Developing and executing focused marketing strategies; •Developing and overseeing strategic approaches to inventory management solutions. **Required Position Qualifications:** The following skills and qualifications are required for this position: •Strong computer skills and math aptitude; •Excellent written and oral communication skills; •Customer-service outlook. **Apply Online:** <https://careers.fastenal.com/>. The application is completed in two phases. Upon completing the online application you will receive directions to complete the telephone screening portion of the application. You as the applicant must call in to the company in order to complete your application and be considered for hire. Qualified candidates will be contacted for interviews thereafter. (Date listed: 7/19/19)

Maryland League of Conservation Voters (227) 2019 Fall Internships. Maryland LCV and LCV Education Fund are Maryland's leading statewide environmental advocacy organizations. We work in Annapolis to pass proconservation legislation and engage conservation minded voters on Election Day and beyond to hold elected officials accountable. Our unpaid internships begin on a rolling basis on September 3rd and end around December 12..The internship is 1020 hours a week. Occasional trips to Annapolis may be required. Interns must have reliable transportation and access to the internet and attend all three orientation and professional seminars. Interns must also be comfortable talking on the phone. Some evening and weekend hours are required to attend/staff events. Candidates must be comfortable on the phone, possess strong writing skills, and be able to work independently. To apply, please send cover letter and resume to info@mdlcv.org. No calls please. More information can be found at <http://www.mdlcv.org/jobs-and-internships>. (Date listed: 8/29/19)

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)

New Vertical Technologies (190) is seeking an **intern to assist with tier 1 helpdesk** support. The chosen individual must be excited about technology and must be able to keep calm under pressure. The technical support intern must be organized and well spoken. This can be a paid internship depending on experience and time commitment by candidate. Ideally, the candidate would become a part time employee after the 1 semester internship. The tier 1 intern must have the following technical skills: 1. Able to use a computer to perform general work tasks. 2. Familiar with Microsoft Office products as well as Office 365. 3. Understand the basics on how email works. 4. Familiar with installing and uninstalling software. 5. Can configure wifi using strong passwords. 6. Understand the basics of backup software. 7. Interest and/or familiarity with the concepts of web design. 8. Some familiarity with Linux is a HUGE plus. New Vertical Technologies is a managed services provider and software engineering firm supporting local businesses, organizations and community programs. New Vertical Technologies is growing in the

area of managed services and continues to strive for excellence in the support of business and smart internet of things (IOT) technologies. To apply: please send resume to Robert.chumley@newverticaltech.com. (Date listed: 8/21/19)

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)

State of Maryland (1142) The Division of Parole and Probation located in Easton, MD is looking for **interns**. The ideal candidate would be a criminal justice major looking to learn about a career as a Parole and Probation Agent. An intern here would be involved in a wide range of experiences from accompanying agents to Court and out in the field making home visits to interviewing offenders after they are placed on probation to more mundane tasks such as filing and getting the mail etc. Hours are flexible but ideally we would like someone at least 20 hours a week. This is an unpaid position, but would offer a student a real look at Parole and Probation as a possible career choice. If interested, please call Caroline George at 410-763-4950 to arrange an interview or email to caroline.george@maryland.gov. A background check will be conducted on interested applicants. (Date listed: 6/4/19)

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)

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)

US Department of Energy / Office of Science (029) is pleased to announce **paid internship opportunities** for undergraduate students majoring in areas of Science, Technology, Engineering, and Mathematics (STEM) for the Spring of 2020. The application system for the 2020 Spring Term Community College Internships (CCI) program is currently open, with **all applications due by 05:00 PM Eastern Time on October 07, 2019**. The Community

College Internships (CCI) program places community college students as paid interns in technological activities at DOE national laboratories, working under the supervision of a laboratory technician or researcher. Appointments are for 10 weeks during the Spring term, are open to US Citizens and US Lawful Permanent Residents, include a weekly stipend, reimbursement for one round trip domestic travel to the participant's host DOE laboratory, and possibilities for a housing allowance. More than 100 internships are sponsored annually. Application is made online. Full program information and descriptions, including links to the online application system, are available at: <https://science.osti.gov/wdts/cji/>. (Date listed: 7/16/19)

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