



## CHESAPEAKE INTERNSHIP LISTING

July 12, 2018

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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**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)

**Arab American Institute** (1136) (AAI) offers internships in Washington, D.C. for college students, recent graduates, and graduate students interested in public affairs, advocacy, and ethnic politics. Internships are either internal or external, and all of the positions offer individuals hands-on experience in the workings of a busy non-profit with programs that include research, event management, community outreach, media relations, government relations, and advocacy. Fall 2018 internal internships at the AAI offices include: 1. Communications Intern (1 spot available); 2. Policy Intern (1 spot available); 3. Field Intern (1 spot available). External internships include: 1. Brookings Institution Communications Intern (1 spot available). In addition to gaining experience in the world of policy making, our interns are offered a monthly stipend of \$1,000, based on hours worked. More information can be found on AAI's website [http://www.aaiusa.org/apply\\_now](http://www.aaiusa.org/apply_now), including details about the internship, requirements, and application instructions. **The deadline for applications is July 15th.** Please feel free to keep it on your program's website or bulletin board this semester. (Date listed: 6/20/18)

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

**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)

**Caroline Medical Adult Day Care** (94) has a part-time **unpaid intern opportunity** for an individual interested in interacting with the elderly population. Responsibilities will include participating in therapeutic activities and care. Responsibilities will also include supporting administrative assistant with duties. Therefore, candidates with a skill set which include oral and written communication, computer proficiency, promptness, and compassion are encouraged to apply. The intern will be working in a friendly, caring atmosphere at the Caroline Medical Adult Day Care located in the Health & Public Services (HAPS) building, 402 South 7th Street, Denton MD. Interested candidates please call 410-479-8065. (Updated 2/12/18)

**Echo Hill Outdoor School** (590) 13655 Bloomingneck Rd, Worton, MD 21678. **Internship Positions** - 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. **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 or Betsy Z. McCown, Associate Director, [jobs@ehos.org](mailto:jobs@ehos.org). Echo Hill Outdoor School, 13655 Bloomingneck Road, Worton, Maryland 21678. (410)-348-5880. [www.ehos.org](http://www.ehos.org). (Date listed: 1/30/18)

**Erie Insurance** (712) Geographic Location: Opportunities available across Maryland and D.C. Weekly Schedule: Variable/Flexible. Paid: Yes. Basic Functions: Working as an **Insurance Agency Intern** at one of our 160 Independent Agencies you will: •Work with experienced small business owners assisting with office management, customer service and agency revenue growth. •Develop and implement small business marketing programs. •Assist small business to increase social media presence. •Work directly with clients to triage day-to-day insurance issues. Skills and Abilities: •Excellent verbal and written communication skills. •Good project management skills. •Ability to work independently and with a team. •Good interpersonal skills, including the ability to make effective presentations. •Ability to operate a computer and related software. Qualifications: •Pursuit of bachelor's degree majoring in Business, Marketing or related field required. •Minimum 3.0 GPA required. •Candidates in their final year of undergraduate study, or pursuing graduate studies should apply as well. •Basic knowledge of word processing, spreadsheet, presentation and data base preferred. Physical Qualifications: (% of Time): •Lifting:

0-20 lbs Occasional (<20%); 20-50 lbs Rarely; Over 50 lbs Rarely •Driving: Rarely  
•Pushing/Pulling: Occasional (<20%) •Manual Keying/Data Entry: Often (20-50%). If any students are interested please have them forward their resumes to [Jacob.Nutter@erieinsurance.com](mailto:Jacob.Nutter@erieinsurance.com). (Date listed: 2/23/18)

**Housing Authority of Queen Anne's County (598) Intern – Executive Assistant.**

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

**Housing Authority of Queen Anne's County (597) Intern – Finance or Accounting.**

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

**Paquin Design/Build (013)** a custom home builder located in Grasonville, MD is looking for an **intern** to assist in our marketing department with miscellaneous marketing tasks, including the optimization of images and content on our social media accounts. This job is perfect for a student seeking to gain practical insight into the world of marketing and social media with a growing local business. Responsibilities will vary but may include: •Optimizing images on website and social media platforms; •Writing and copy editing short blog posts; •Uploading images to online accounts; •Assisting with changes to website (WIX). **Job Requirements:** •Currently enrolled in a college program; •Interest, knowledge and/or courses in marketing, social media, or digital and PPC marketing; •Strong ability to multi-task, handle details and to maintain organization; •Excellent communication skills; •Ability to maintain confidentiality and be discrete; •Some knowledge of Microsoft Office programs, Adobe Creative Suite is a plus! Hours: 5 - 8 hours per week to start. Contact: Please contact Kelley DuBois, Marketing Director at [kelly@paquindesignbuild.com](mailto:kelly@paquindesignbuild.com) and attach a resume for review. (Date listed: 7/10/18)

**Rock Steady Boxing-Mid Shore Classes (687) Offer Fitness/Allied Health/Wellness Volunteer Opportunities.** Volunteer opportunities are available to assist local Parkinson's patients at our Rock Steady Boxing Classes on Kent Island! Rock Steady Boxing-Mid Shore group-fitness classes are the next steps for Parkinson's patients on the Mid-Shore to continue a safe and rewarding physical fitness program after physical therapy. Our boxing classes are a forced, intense, non-contact exercise program that empowers people with Parkinson's to fight back no matter their current physical conditions. We also focus on balance and strength training for all levels that uses movement disorder-specific exercises to optimize learning, brain health and FUNction! Volunteers have the opportunity to help boxers move safely in the classroom; assist in exercise movements; provide encouragement and motivation; and assist in classroom set-up and breakdown. Volunteer Orientation/Trainings are held periodically. Rock Steady Boxing classes are held every Monday and Wednesday at the Island Athletic Club, located in Grasonville MD (in the Kent Narrows next to Annie's Steak House and Harris's Crab House). Two classes are scheduled at this time designed for specific needs of the participants. Currently classes are held

at 12:15pm and 2:15pm on those days. Interested volunteers can email [360strongtraining@gmail.com](mailto:360strongtraining@gmail.com) or call 410-703-9162. Lyn Strzempka-Sutton is Owner/Coach of Rock Steady Boxing-Mid Shore and 360 Strong LLC. This program is supported by the Parkinson's Foundation and Maryland Association for Parkinson Support, Inc. More information is available at: [midshore.rsbaaffiliate.com](http://midshore.rsbaaffiliate.com). (Date listed: 2/20/18)

**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.talbotsspecialriders.com](http://www.talbotsspecialriders.com) or contact Kim Hopkins at 443-239-4953/ [tsrhopkins@gmail.com](mailto:tsrhopkins@gmail.com). (Date listed: 8/28/17)

**U.S. Department of Agriculture, Rural Development – Delaware (1087) Pathways Student Trainee (Business), GS-1199-03.** Dover, DE. Approximately \$26,587 or \$12.74 per hour (May be higher in certain locations.) Open/Close Dates: Various opportunities will be posted in June 2018. Search USAJobs.gov during the open period. Contact Kathy Beisner, (302) 857-3582, [Kathy.beisner@de.usda.gov](mailto:Kathy.beisner@de.usda.gov). USDA Rural Development is committed to the future of rural communities. Rural Development helps improve the economy and quality of life for rural Americans through partnership and funding for housing, business investment, and community infrastructure. USDA Rural Development is hiring students in a trainee capacity. Eligible students must be currently enrolled or accepted for enrollment and seeking a degree (diploma or certificate) from a qualifying educational institution on at least a half-time basis. Applicants must have completed at least one year of post high school education and meet all requirements in the job announcement. Upon successful completion of the **Pathways Internship Program**, the intern may be non-competitively converted to a term, career-conditional, or career appointment as a Rural Development Loan Technician or Loan Specialist. Work schedules are flexible. Internship Duties: Interns will serve as a trainee observing, learning, and assisting others in performing a variety of tasks to gain experience and technical competence in the methods, procedures, principles, theories, and techniques used to administer Rural Development loan and grant programs. Assignments typically include such work as providing information to the public; initiating and preparing correspondence; maintaining records, reports and files; and assisting in application processing and servicing across the range of RD programs. Further training is given through participation in activities, conferences, and events that market and support RD programs and services. How to Apply: Create a USAJOBS account (if you do not have one) at [www.usajobs.gov](http://www.usajobs.gov). Search for internships in your state. Click "Apply Online" and follow the prompts to complete the Occupational Questionnaire and attach required documents, which will include a resume and transcript (an unofficial transcript is fine). Upon selection, student interns will need to provide an official transcript and proof of continuing enrollment in the 2018/2019 fall semester. (Date listed: 6/5/18)

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