

Paid Summer Internship Opportunities 2010

Through funding from the Nord Family Foundation

The Ohio State University Extension (OSU)

Job Title: 4-H Extension Educator, 4-H Youth Development

The 4-H summer intern will be responsible for assisting the 4-H Educator and key leader volunteers in a variety of events such as: 4-H day camp, Jr. residential camp 4-H interview judging, and county fair preparation. The tasks associated with this internship include:

- Development of 2010 camp flyers
- Camp counselor training
- Attending the "Cloverbud" day camp
- Writing family reminders
- Assisting "Key Leader" volunteers with summer programming

Save Our Children (SOC)

Job Title: Teen in Action Internship Leaders/Facilitator

The intern will be responsible for assisting Save Our Children's Teen Program Director in leading the Teens in Action Summer Student Internship Program which includes managing four to six 10th to 12th grade students. The internship facilitator will be instrumental in helping this small, grass roots and visionary organization build its teen internship program, thus meeting a community need for meaningful employment for qualified and interested youth. Tasks associated with this internship include (but are not limited to):

- Mentor younger youth through guided programming
- Provide leadership for 1 to 2 hands-on community oriented projects
- Visit at least one local college
- Become a strong working team
- Design a working resume and explore career options of the student participants
- Contribute to the successful function of City Fresh Elyria (a local food program connecting city residents with local farmers)
- Attend and support Save Our Children events and activities, as assigned

Big Brothers Big Sisters (BBBS)

Job Title: Marketing Intern

Intern will complete a special research project or implement a specific component of the agency Marketing Plan. The intern will assist in Public Relations of the agency and will provide excellent customer service to volunteers, clients, funders and co-workers. Tasks include the following:

- Recruit girls for waiting women
- Recruit men and minorities for waiting list children
- Follow-up on those who have recently inquired and those who have volunteered in the past to let them know their volunteerism is needed
- Work with the PR/Recruiting/Program Impact Committee on the Marketing Plan
- Participate in public relations, fundraising activities and any other functions relevant to agency operations
- Identify and report to the supervisor any issues which may impact program quality or compliance with agency Casework Manual or National Standards

Oberlin Heritage Center

Job Title: Summer Program Assistant

Duties of this position may include:

- Assist with the Historic Sites Inventory Project, including preparing architectural descriptions, photographs, historical research, maps etc.
- Give tours of the Oberlin Heritage Center
- Assist with the children's summer camps
- Aid in greeting the public, answering phones and other office duties
- Assist with some special events, programs and special projects
- Occasional grounds work and maintenance
- Intern may work some weekend and evening hours.

Elyria City Health Department (ECHD)

Job Title: Community Assessment Coordinator

The intern is responsible for coordinating a community needs' assessment and preparing a report for ECHD that informs the services and programs going forward. Task associated with this internship include (but are not limited to):

- Review of available data
- Interacting with community agency managers
- Designing an assessment tool
- Communicating with the public
- Developing and Implementing a community assessment for the city of Elyria
- Writing a summary report

The Nord Center

Job Title: Help Desk Analyst/Information Services

The primary purpose of this position is to provide technical support for the Center's computerized information management technologies through installation, modification, and minor repairs to computer systems. Essential job functions consist of the following:

- Analyze information to determine, recommend, and plan layout of computers and peripheral equipment, or modifications to existing equipment and system that will provide effective and efficient capabilities for proposed project or workload
- Monitor functioning of equipment to ensure system operates in conformance with specifications
- Act as an intake point for user requests for information services and technical support.
- Provide technical assistance and training to system users by responding to their requests
- Assists in resolution of work problems, memoranda, and instructional manuals as documentation of program development

Common Ground-The Cindy Nord Center for Renewal

Job Title: Camp Counselor/Administrative Assistant Intern

The intern is responsible for the well being of a specific group of campers, guiding them through daily activities and fostering a sense of cooperation, respect and community. In addition to the role of camp counselor the intern will be responsible for assisting the Youth Program Coordinator with various programming duties for youth. Essential Job Functions include:

- Marketing
- Public Relations
- Data Collection
- Data Analysis
- Curriculum Development and Curriculum Delivery
- Assist Specialists with their programs
- Participate in developing and conducting rainy day programs and special events
- Plan and lead team building and recreational activities

Neighborhood House Association (NHA)

Job Title: Golf and Gourmet Fundraiser Assistant Intern

The Intern is responsible for assisting the Development Manager with various fundraising duties. Tasks associated with this internship include (but are not limited to):

- Marketing
- Public Relations
- Sponsorship Calls/Tracking
- Data Collection
- Securing Auction Donations

American Red Cross *

Job Title: Community Relations Intern

The intern is responsible for assisting the Community Relations Coordinator with various duties for community outreach. Tasks associated with this internship include (but are not limited to):

- Marketing
- Public Relations
- Website Maintenance
- Social Media
- Newsletter Editing

Avon/Avon Lake Community Resource Services *

Job Title: Marketing and Special Event Assistant Intern

The intern will work closely with Executive Director to plan, market, implement, execute and evaluate special events and programs. Tasks associated with this internship include, but are not limited to:

- Marketing
- Public Relations
- Create event-related collateral
- General Office Support
- Contact funders, as needed
- Make follow-up calls and maintain event supporter lists
- Attend events as volunteer and assist with the coordination of the day of events/activities

Visit Lorain County (VLC)

Job Title: Marketing/Social Network Intern

Because of budget cuts, the need for an intern for Visit Lorain County is greater than ever. The intern will do extensive social networking/marketing through Facebook/Twitter/YouTube and blogging. Visit Lorain County has a very active social networking campaign. The intern will also work on our website, calendar of events and event promotion for our membership. The intern will also work with the public in the Visitor Information Center assisting with directions, travel plans etc. The tasks include the following:

- Maintain and update two Twitter accounts: Visit Lorain County and Back Roads and Beaches
- Maintain and update two Facebook pages: Visit Lorain County and Back Roads and Beaches
- Contribute to two blogs (include writing and photography)
- Update websites and calendar of events
- Answer phones as needed
- Track marketing data
- Work on the Lorain County Beautiful Awards event hosted by VLC in the fall

Leadership Lorain County (LLC) /Hard Hatted Women (HHW) * *

Job Title: Social Media/Networking Intern

We are seeking an energetic intern who has a passion for exploring new ways to connect people as well as drive our organization forward into our next 25 years! We need you to help us tell others what we are all about and what we do. We need you to keep us connected with our 800 alumni and track our 150 college interns who have worked in our program. The essential tasks for LLC include:

- Draft blog entries on social networking sites
- Monitor activity, check and reply to web site emails as necessary
- Conduct research related to new media, publishing and marketing
- Create press releases regarding our programs and events
- Build contact lists for Outreach Program such as non-profit boards, school boards, the faith community etc.
- Assist with tracking former interns from previous LLCIP classes
- Assist with program reports to funders

The essential tasks for HHW include:

- Distribute fliers, brochures and information for HHW events and programming
- Conduct follow up with potential Crew members
- Build contact list with registered apprenticeship programs and Union local in Lorain County
- Coordinate with Cuyahoga social media director to guild up HHW's online followers and fans
- Post relevant articles to HHW's Facebook page and Twitter
- Represent HHW at public events, career fairs and other forums in various career fields and at all educational levels
- Event planning for building awareness and community among the Crew
- Work with Summer VISTA volunteers to find role-model speakers and mentors for NEW Pathways career exploration program

National Association of College Stores

Job Title: Public Relations Intern

The Public Relations Intern supports the overall goals of the department. Specific duties include writing press releases and other publicity materials; and coordinating details for large-scale public relations campaigns. Essential tasks of this position include:

- Assist director and coordinator with writing and preparation of key department products including press releases and related materials.
- Researches, develops, and maintains media mailing lists by identifying, classifying, and targeting appropriate audiences/publications
- Tracks and measures news clippings and other media placements resulting from NACS publicity efforts
- Assists with maintaining marketing discussion list
- Assists in coordinating meetings, conference calls of committees, task forces, etc. as needed
- Assists the director and specialist with periodic special projects as many be needed
- Performs other administrative functions as needed including copying, faxing, shipping, writing correspondence, etc.

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The American Red Cross and Avon/Avon Lake Community Resource Center will be sharing an intern this summer which means the selected intern will spend 20 hrs a

week working for The American Red Cross and 20 hrs a week working for Avon/Avon Lake Community Resource Center.

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Leadership Lorain County and Hard Hatted Women will be sharing an intern this summer which means the selected intern will spend 20 hrs a week working for LLC and 20 hrs a week working for HHW.

Unpaid Internships

Internships are a great opportunity to build your skills and experience our Lorain County community. It is not often that organizations can offer paid summer internships. This opportunity has been given to us through grant money from the Nord Family Foundation and all of our students for the past 12 years have benefited from their generosity.

*Because we at LLC value the motivation and commitment of those students who are applying, we need to let you know that this year is going to be highly competitive in placing over 60 students into 12 internships. So, in planning your internships, remember that **an unpaid internship is just as valuable as a paid internship**. In fact, you will be included in all of our weekly educational presentations. Most of the internships are 20 to 30 hrs a week.*

If finances this summer allows you to consider an unpaid internship here is a list of organizations who are able to work with you in offering the following excellent summer opportunities:

- *Neighborhood House/Public Relations and Marketing*
- *Big Brothers Big Sisters/Event Assistance*
- *Leadership Lorain County/Social Networking and Communication*
- *Easter Seals Northern Ohio/Development Intern*