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East/Northeast

PUBLIC AFFAIRS STUDENT TRAINEE. Department of Agriculture. Washington, DC. Paid internship. Redesign promotion material using Adobe Creative Suite and MS Office; develop promotional DVDs; produce and distribute new radio spots; public outreach; general support administrative tasks. Req Freshman/sophomore/junior/first year graduate student; US citizen or permanent resident; at least 16 years of age; GPA of 2.0/4.0 or better. App dld: June 8, 2015. Job # DC-2015-0050. http://federalgovernmentjobs.us/jobs/Student-Trainee-Public-Affairs-405776500.html?id=64a3ae8d-607d-4e5c-b34d-039388f8b704&atutm

ADVOCACY INTERN. Lutheran Immigration and Refugee Service. Washington, DC. Attend meetings; engage LIRS networks and constituencies in advocacy efforts; research, analyze and track legislation; draft memos, resources, and other written materials; help plan LIRS advocacy events; other duties as assigned. Req BA/BS; graduate program at a law school preferred; commitment to refugees and migrants; exp. working with refugees or immigrant community; prior advocacy exp; professional; strong writing, analytical, and MS Office skills; good multi-tasking abilities; autonomous. http://lirs.iapplicants.com/ViewJob-674299.html?hos=3

RECRUITING INTERN. Sovos. Wilmington, MA. Assist with all areas of technical and professional recruiting, evaluating candidates for assigned positions, and orientation of new employees; create/lead campus outreach programs; review applicant resumes; oversee testing of applicants; serve as social media liaison. Req Undergrad in HR; exp. in using communication, interpersonal listening skills and evaluating a variety of technical/nontechnical skill sets; exp. with high-volume communication environments and in using many forms of social media; discrete; excellent communication, presentation, time management, decision making, organizational, and problem-solving skills; MS Office pro; attention to detail. http://www.careerrookie.com/jobs/Recruiting-Intern/J3K716XCGN5HWY1PR3

S.M.A.R.T.S. COLLEGE PROGRAM-BUSINESS TRACK INTERN. SevOne, Inc. Wilmington, DE. Gain hands-on exp; enhance theoretical knowledge through classroom training and seminars; develop leadership skills and team building through projects; network with industry professionals. Req Junior/Senior/2nd year Master’s student in marketing, communications, psychology or political science; GPA of 3.2/4.0 or better; strong desire for a career in sales and marketing; excellent writing, communication, presentation, Excel, and PowerPoint skills; Salesforce exp. a plus. http://careers-sevone.icims.com/jobs/1057/s.m.a.r.t.s.-college-program--business-track/job?mobile=false&width=873&height=500&bg=true&needsRedirect=false&ianloffsets=300&junioffsetset=240

PA COMMUNICATIONS INTERN I. AARP. Harrisburg, PA. Design collaterals; create press releases, Op Eds, brochures, etc; compose communication materials to be distributed to members; and at events; oversee event registration; presentations; maintain records and reports; attend meetings and events; assist with outreach programs, educational presentations, develop/implementing awareness campaigns and programs, and in planning/executing AARP events. Req Junior/Senior; GPA of 3.0/4.0 or better; 2 letters of recommendation; excellent communication and writing skills; MS Office pro; team player. Job # 12457991. http://www.aarp.org/about-aarp/careers/

DIGITAL CONTENT INTERN. Hanley Wood. Washington, DC. Write copy; expand content using online social media platforms; web research; fact checking; oversee editing, testing, and deployment of e-newsletters; survey readers; interviews; compile art; manage special projects; attend meetings; administrative duties as needed. Req BA/BS in journalism, English or art; research, writing, and telephone skills; meets deadlines; excellent communication, organizational, MS Office, ven and social media skills; ability to multi-task and manage projects simultaneously; professional. Job #2015-3477. https://careers-hanleywood.icims.com/jobs/3477/digital-content-intern/job


FALL INTERN. Pegasus Books. New York, NY. Unpaid internship available for course credit. Office support; reading and evaluating manuscripts’ input edits; PR research; pitching; assist with mailings and social media accounts. Req Publishing exp; passion for reading; solid research and writing skills; interest in media; detail-oriented; able to juggle multiple projects; meets deadlines. http://www.bookjobs.com/view-internship/1287
PUBLIC RELATIONS INTERNSHIP PROGRAM. Nike. New York, NY. Students are individually assigned to account teams and work under an account executive to obtain an hands-on educational experience; develop goals and projects individually; attend meetings and events. Req Good communication and interpersonal skills; strong interest in marketing. http://www.nikecomm.com/internship

INTERNSHIPS. Boston Globe. Boston, MA. Multiple paid internships available for Spring 2016. Req Undergrad; min. of one semester remaining at time of assignment; GPA of 3.0/4.0 or better. able to work 37.5 hrs/wk. App dfl: October 15, 2015. https://services.bostonglobe.com/aboutus/career/coop.aspx?id=7278

SALES-CLIENT INTERN. Hachette Book Group. New York, NY. Paid internship. Work with digital assets in content management system; update information in Pubtracker; process weekly reports; full time Fall/Spring internships available for course credit. Req Undergrad/grad student in social work program; GPA of 3.0/4.0 or better; demonstrate commitment to the Season’s philosophy of care, values, mission statement and organizational culture. Job # 5212. http://jobs.seasonscare.com/job/Middlebury-Social-Work-Intern-CT-067622495836000?feedId=85700&k=utm

ARCHIVES INTERN. ACLU. New York, NY. Unpaid internship. Digitization, cataloging and general maintenance of permanent onsite collections; assist with record management tasks. Req Graduate studies in library science; able to commit at least 1 day/wk during weekdays 10:30-5:30; interest in archives and records management centers in non-traditional library settings; some knowledge of legal documents and/or records management a plus; able to work onsite; able to lift heavy boxes. https://www.aclu.org/careers/archives-internships-new-york-civil-liberties-union

SOCIAL WORK INTERN. Seasons Hospice & Palliative Care. Middlebury, CT. Help patients and families cope with end of life illness. Req Undergrad/grad student in social work program; GPA of 3.0/4.0 or better; demonstrate commitment to the Season’s philosophy of care, values, mission statement and organizational culture. Job # 27002. https://careerc2.successfactors.eu/career/company=Evonik&career ns=job-listing&navBarLevel=JOB_SEARCH& s.crb=YY%2fm%2bUUXW9QWsuX7S15CY zB%3d&career_job_req_ids=2700

INTERNS. Time Union Center. Albany, NY. Multiple full- and part-time Fall/Spring internships available for course credit. Req Undergrad/grad student; must be able to accept course credit for internship. http://www.timesunioncenter-albany.com/center-info/internships/

FALL 2015 CORPORATE COMMUNICATIONS INTERN. QVC. West Chester, PA. Research, write, proofread and provide input for a variety of communication formats; background research; assist with requests for QVC footage, imagery, and logos; support the ongoing maintenance of QVC’s awards and rankings portfolio. Req Undergrad/grad student in graduate in communication, public relations, journalism or related subject; prior internship exp; desire to pursue a career in Corporate Communications; good writing, interpersonal, and communication skills; self-starter. https://qvc-wd5.myworkdayjobs.com/en-US/QVC-USA/job/West-Chester--Studio-Park/Intern--Corporate-Communications--Fall-2015 R19008


DIGITAL MARKETING INTERN. Olapic. New York, NY. Paid internship. Plan, write, and manage e-letters; support social media efforts; create ad campaigns; update blog content; collaborate on new ideas, directions and venues from marketing and communications. Req Undergrad/grad student in marketing, design, communications, or journalism; dependable; punctual. Design skills; strong writing abilities. http://www.jobscore.com/jobs/2olapic/digital-marketing-intern-paid-internship-full-time/akbCrw_XOr5lqQgaltGyR

FALL INTERNS. WeberShandwick. Washington, DC. Full-time, paid internship. Draft press releases; assist with events; communicate with the media; brainstorming; seminars; present project to staff. Req Junior/Intern/recent graduate; GPA 3.25/4.0 or better. Job # 000455. https://jng.taleo.net/careersection/ws_ext_es/jobdetail.ftl?id=000455

WRITER & EDITOR INTERN. World Resource Institute. Washington, DC. Edit, write and publish online; research news stories, blogs, etc; email marketing; organize content on websites, databases and social media. Req Recent graduate of a BA/BS program in communications, marketing, public relations, urban studies, environmental studies, English, liberal arts, or related subjects; interest in sustainability marketing and communications; excellent writing, editing, interviewing, research, note-taking and communication skills, MS Word guru; well-organized; able to learn new technologies for online platforms quickly; taste for graphic design; exp. writing and editing content for a daily online publisher; knowledge of photo editing software; exp. with Drupal 7, Wordpress, and Vertical Response; exp. developing marketing materials, working with videos, podcasting, blogs, web content management, graphics and email systems; HTML savvy; proficiency in Spanish, Portuguese, Turkish and/or Mandarin Chinese a plus. https://careers-wri.icims.com/jobs/1935/writer-and-editor-intern/job?mode=job&iis

GOVERNMENT AFFAIRS INTERN. Yelp. Washington, DC. 8-10 week paid, full-time internship. Interact with politicians and policymakers; attend meetings; work on technology policy issues; attend technology policy events; help create/manage public policy projects; blog posts and talking points. Req Undergrad/grad student; resident of DC area; positive area; sense of humor. http://www.yelp.com/careers?job_id=9c43261-e5bc-4b96-8b78-466bc1cb455e

EDUCATION INTERN. Baudewyne Zoo. Wilmington, DE. Paid internship. Lead education opportunities; deliver live animal demonstrations/shows; assist with special events; train in animal husbandry. Req BA/BS in education, biology, animal science, communications or museum science; interest in working with general public; at least 18 years of age; negative TB test; good physical condition; able to work with a variety of live animals; positive attitude; emotional maturity. https://www.aza.org/Jobs/detail.aspx?id=38312
COMMUNICATIONS INTERN, RUSSIA.  EF. Washington, DC. Paid internship. Publication production; event planning; website maintenance; social networking; monitor news about program participants; logistical support. Req BA/BS in English, communications, journalism, political science, economics, area studies or related area; fluent in Russian; excellent writing, communication, research, organizational and interpersonal skills; attention to detail; social media savvy; takes initiatives; autonomous; team player. https://www.globaljobs.org/jobs/2847-washington-dc-eurasia-foundation-communications-intern-russia


EDITORIAL INTERN. Hanley Wood. Washington, DC. Write copy and short stories; fact-checking; expand content using online social media platforms; filing art and press releases; communicate with manufacturers to request photos; write photo captions; web research; community management; survey readers; make calls to gather additional quotes for stories; attend meetings; open mail; BA/BS in English, Journalism, or related area; excellent communication, multi-tasking, organizational, social media, Google Docs and MS Office skills; professional; meets deadlines; mature. Job # 2015-3476. https://careers-hanleywood.icims.com/jobs/3476/editorial-intern/job

CREATIVE COPYWRITER INTERN. Sallie Mae. Newton, MA. Writing, proofing, editing corporate communications; brainstorming; concept development; administrative duties. Req Undergrad/grad student in Communication, English, marketing or related area; social media exp; strong writing and communication skills; creative; organized; attention to detail; time management skills; flexible; MS Office savvy; willing to learn. Job # R0509. https://www.salliemae.com/about/careers/19019/267499000/

TALENT ACQUISITION COORDINATOR INTERN. Thomson Reuters. Philadelphia, PA. Administrative support; screen and handle candidate calls, resumes and correspondence; schedule interviews; maintain candidate tracking system; maintain candidate tracking system audit; coordinate candidate background checks; coordinate job postings; help with the recruiting report preparation; record keeping. Req BA/BS; exp. working in HR; MS Office, HR system databases pro; meets deadlines; detail- and customer-oriented; discrete. Job #15000793. http://jobs.thomsonreuters.com/job/Philadelphia-Talent-Acquisition-Coordinator-Intern-Job-PA-19019/267499000/

PUBLIC RELATIONS INTERN. Text100. Rochester, NY. Draft press materials; create and maintain media lists; drive local PR efforts fo Text 100 PR; read assigned newspapers and trade publications for relevant news stories; clip reports; status reports; meetings; assist with new business efforts. Req Interest in PR and technology; available for full time work for a 3 to 6 month commitment; computer/MS Office literate; strong writing and communication skills; autonomous; team player; fluent in English. http://www.text100.com/career/public-relations-interns-rochester-ny-york/?utm

US CLIMATE IMPACTS PROJECT INTERN. World Resource Institute. Washington, DC. Unpaid internship. Tracking/coordinating elected official and speaker outreach; conducting a detailed scoping; develop outreach strategies; developing outreach materials; providing general administrative support; editing/profilereading; organizing and analyzing data. Req Undergrad in environmental studies, political science or related field; excellent writing, communication, and research skills; autonomous; team player; familiar with climate change and sea-level rise; works well under pressure; flexible; creative; self-motivated; sense of humor; organized; efficient. https://careers-wri.icims.com/jobs/1918/us-climate-impacts-project-intern/job?mode=job&iis=Indeed&iiss=Indeed.com

LIBRARY INTERN. Mathematica Policy Research. Princeton, NJ. Remove reports from shelves and bring into work area; remove binders from each report; prepare loose volume for archiving; put folders into DocuSafe boxes; use bar code scanner to retrieve database record for each report; maintain an accurate list of the contents of each box. Req Accurate; attention to detail; ability to tolerate dust and to lift items and move up and down on a step stool; able to work full-time. http://careers.mathematica-mpr.com/princeton-nj/view-all/library-intern-jobs


SAP DATABASE INTERN. Mettler-Toledo. International. Columbus, MD. Data clean up; assist with SAP projects as needed. Req Basic knowledge of relational database systems; exp. with customer relationship management applications; Excel savvy; strong internet research and typing skills; excellent communication, interpersonal and organizational skills; detail-oriented; autonomous; team player. Job # 2015-INTSAP-001. http://mtac.balancetrak.com/lists/983/jobdescription.aspx?q=QcqKr78NzrG%2fuTDphhPJidPJbdB3Txxxx41je5HZn9bwYWKuzZ3QTXwU1pfF3%2bpLwOlhhFFmlpU1DoRrHOJ0%F3%3d

DATA MINING & ANALYTICS INTERN. ESPN. Bristol, CT. Help implement projects related to data mining and analytics; participate in designing and implementing services, applications and frameworks. Req Graduate program in statistics or computer science; knowledge of data mining and classification; data-driven and event-driven analytics; data discovery and transformation from social networks, data modeling, social network analyses; data transformation and graph analysis; competency in C and C++ programming; prior development experience using Linux/Unix and Windows or Mac’s XCode. Job # 269595BR. https://xjobs.brassring.com/tgwebhost/jobdetails.aspx?partnerid=25344&siteid=5039&jobid=271324

PUBLIC HISTORY GRADUATE INTERN. Johnson & Johnson. New Brunswick, NJ. Help identify, locate and pull archival materials for exhibits; respond to inquiries; curate and help develop exhibit content; help develop and create content for communications; collaborate with social media team to identify relevant historical storylines. Req Background in American history, European/global history; exp. working with fragile archival materials’ interest in and understanding of importance of museums; understanding of importance of history and historical storytelling; strong writing and communication skills; proactive; social media guru; familiar with computer-based curation; able to work 25 hrs/wk. Job # 3922150413. http://jobs.jnj.com/job/New-Brunswick-Public-History-Graduate-Intern-Job-NJ-08091/262296200/?feedId=41100
**CONTENT EDITOR**. MultiView. National Harbor, MD. Paid internship. Create news content; assemble news; create an email news brief; editing; write, revise, and proof content. Req Undergrad in journalism; ability to provide steady flow of compelling and useful content and to edit quickly; proficient in Canadian Press style; excellent writing and communication skills; meets deadlines.  

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**South/Southeast**

**DATA ANALYST INTERN.** Sunya. Calhoun, GA. Develop tools to maintain data quality; ensure work adhere to quality control procedures; provide data driven findings; extract/analyze data from databases; perform in-depth analysis of sales data to spot trends; observe, synthesize information, use spreadsheets. Req Undergrad/grad student in communications, journalism, media arts or design; exp. working with a content management system of blogging tool; daily user of social media and communication-based mobile apps; interest in emerging mobile content formats for news; basic familiarity with HTML and CSS; familiar with iOS and Android mobile platforms preferred. Job # 59381. https://career4.successfactors.com/career/company=Gannett

**CONTENT MANAGEMENT INTERN.** Gannett Digital. McLean, VA. Optimize popular articles for personalization; create daily photo galleries; optimize existing photo galleries for caption length, credits, etc; assist with audience segmentation strategies and new content format development. Req Undergrad/grad student in communications, journalism, media arts or design; exp. working with a content management system of blogging tool; daily user of social media and communication-based mobile apps; interest in emerging mobile content formats for news; basic familiarity with HTML and CSS; familiar with iOS and Android mobile platforms preferred. Job # 59381. https://career4.successfactors.com/career/company=Gannett

**MARKETING INTERN.** Kimberly-Clark. Roswell, GA. 8-10 weeks, full-time internship. Req Academic exposure to basic marketing concepts; vision nad exp. in strategic initiatives beyond tactical implementation; inspiration to help others understand key issues; innovative thinking; authorized to work in the US. Job #150001IC.  [http://www.careersatkc.com/home.aspx](http://www.careersatkc.com/home.aspx)

**FALL 2015, CONTENT MANAGEMENT INTERN.** USA Today. McLean, VA. Work with breaking news, features and enterprise content teams to learn and sharpen basic and advanced journalism skills; learn forms of alternative storytelling; work across teams to provide perspectives and insights for projects; attend news meetings. Req Undergrad/grad student; GPA of 3.0/4.0 or better; organized; detail-oriented; adaptable; flexible’ excellent communication skills; previous internship. Job # 56124. https://career4.successfactors.com/career/company=Gannett

**PRIMATES INTERN.** Tampa’s Lowry Park Zoo. Tampa, FL. Daily care and feeding of animals; maintain animal exhibits; behavioral observations; record keeping; individual projects; animal enrichment and public interaction; guest relations; public speaking; customer service. Req Undergrad/grad student in biology and life science; GPA of 2.5/4.0 or better; desire to work with animals and guests; App dlt: July 3, 2015. [http://newton.newtonsoftware.com/career/JobIntroduction.action?id=8acf16914d550e8b014d7bd70d6f3072](http://newton.newtonsoftware.com/career/JobIntroduction.action?id=8acf16914d550e8b014d7bd70d6f3072)

**RECRUITMENT INTERN.** GBTI Solutions, Inc. McLean, VA. Maintain candidate information and reporting in the applicant tracking system; email potential candidates about opportunities; follow up; set up and coordinate interviews with management; serve as first line of contact for candidates in interview process; conduct reference/background checks; orientation; communication effectively with all levels of the organization; general clerical duties. Req Undergrad/grad student in HR or psychology; strong organizational, writing, and communication skills; MS Office pro; attention to detail; discrete. Job #363. [https://gbtsolutions.hua.hrsmart.com/hr/ats/Posting/view/340](https://gbtsolutions.hua.hrsmart.com/hr/ats/Posting/view/340)


**TRSS ANALYST INTERN.** Thomson Reuters. McLean, VA. Research; examine analytical sources and create summaries; help develop training exercises and scenarios; develop/extend resource materials. Req Undergrad/grad student in international studies, political science, library science, sociology, anthropology, communications, journalism, or history; GPA of 3.2/4.0 or better; US citizen; at least 18 years of age; analytical; problem-solver; organized; attention to detail; good presentation, writing and communication skills; computer/MS Office literate; discrete; foreign language skills desirable; autonomous; team player. Job # JREQ037612. [http://jobs.thomsonreuters.com/job/McLean-TRSS-Analyst-Intern-Job-VA-22101/255748600/?from=email&refid=35968324&utm](http://jobs.thomsonreuters.com/job/McLean-TRSS-Analyst-Intern-Job-VA-22101/255748600/?from=email&refid=35968324&utm)

**LSMF CURATORIAL INTERN.** Louisville Slugger. Louisville, KY. Assist with faller prep for exhibits; install/de-install temporary exhibits/displays; condition reporting; accessioning of objects into PastPerfect collections database; centralize photos; tag accessioned objects; organize collection in existing storage areas; begin assessing collection for future uses in exhibits and retail opportunities. Req Undergrad/grad student; strong writing and communication skills; organized; exp. with museum activities; adaptable; willing to appropriately represent the Louisville Slugger brand; good presentation skills; adaptable; team player. [https://careers.sluggerportal.com/Career/Details/61/?cat=1](https://careers.sluggerportal.com/Career/Details/61/?cat=1)

**STRATEGIC RESEARCH INTERN.** The Institute for Justice. Arlington, VA. Fall internship available. Data collection and analysis. Req Facility in data mining; ability to create and manipulate spreadsheet; persistence; good judgment. [https://www.ij.org/jobs#strategic-research](https://www.ij.org/jobs#strategic-research)

**PRODUCTION INTERN.** Universal Networks International. Coral Gables, FL. Help produce sales-funded projects; organize and attend meetings; review deliverables and ensure timely delivery. Req Sophomore/junior/senior/grad student; GPA of 3.0/4.0 or better; previous office exp; previous internship; at least 18 yrs. of age; authorized to work in the US. Job # 21477BR. [http://www.unbunicaireers.com](http://www.unbunicaireers.com)

**STUDIO INTERN.** Sinclair Broadcast Group. West Palm Beach, FL. Log live game productions; learn studio production techniques; perform studio production tasks; perform sports research. Req Undergrad/grad student; vested interest in sports; strong writing and communication skills; flexible. [https://www.journalismjobs.com/job-listings/3620687](https://www.journalismjobs.com/job-listings/3620687)
MIDWEST

MUSEUM/CORPORATE STORE INTERN. Snap On. Kenosha, WI. Assist museum manager with a wide variety of tasks; move and store objects; cataloguing; scanning and preserving historical documents/photos; general help with museum research; assist with displays, inventory and sales. Req Undergrad; computer literate; organized; willing to acquire basic skills in object handling, collections management and conservation; MS Office Outlook savvy. Job # 3756. https://chj.the.taleo.net/chj03/ats/careers/requisition.jsp?org=SNAPON&cws=1&rid=3756
PRODUCTION INTERN. Tribune Company. Chicago, IL. Assist in day-to-day operations of the Production Department. Req Junior/senior/grad student; able to accept college credit for the internship; reliable; organized; excellent writing and interpersonal skills; Word/Excel guru a plus; webpage maintenance exp. also desirable. Writing test required. https://careers-tribune.icims.com/jobs/42249/production-internship/job?hub_confirmation=8

CHARLES BENTON POST-DOCTORAL SCIENTIST. The Field Museum. Chicago, IL. 1-year post-doctoral position. Pursue collaborative research with anthropology curators at the museum. Req PhD in anthropology or related field, excellent research skills; research proposal prepared; available July 1, 2015. http://www.fieldmuseum.org/about/careers?id=33464

R&D INTERN. Kerry. Beloit, WI. General customer and business support; adhere to regulatory procedures; ensure compliance; maintain up-to-date awareness and knowledge of the principles set forth in the food regulatory agencies; build relationships. Req Undergrad in chemistry or biology; strong PC/MS Office skills; good prioritizing skills; attention to detail; accurate; organized; meets deadlines; team player. Job # 2015-2412. https://uscareers-kerry.icims.com/jobs/2412/r%26d-intern/job?mode=job&iis=Indeed&iisn


ART PRODUCTION INTERN. Doner. Southfield, MI. Help research photographers and illustrators; meet with art directors and designers to plan project timelines; purchase stock photography; write purchase orders; write up retouching request forms; oversee retouching and timing; create metadata for new assets; attend meetings. http://hire.jobvote.com/CompanyJobs/Careers.aspx?c=qig0V6wn&wjfontsize=1&job%20description=jobA306vE

TOURING MUSICIAN INTERN. Stand for Truth. Hilliard, OH. Travel to and perform in band at all events; equipment setup and teardown; lighting and AV creation/operation; manage volunteers at events; concert participation; follow up with students after events; creative production of videos, blogs, newsletters, etc; coordinate church partnership; serve as personal assistant and work on a variety of tasks and projects when not traveling. Req Males; ages 18028. http://www.christiancareercenter.com/jobs/job/creative-arts/10674&action=search

INTERN. Sprint. Overland Park, KS. Gather data; provide information for special projects or reports; help prepare written reports; job shadowing. Req Undergrad/grad student/ recent graduate in a math program; IT coding skills preferred; modeling, analytical, and predictive skills; GPA of 2.5/4.0 or better. Job # 1748978BR. http://www.sprint.jobs/job/Overland-Park-Intern-Job KS-66062/268553800?red=no&utm

MULTIMEDIA INTERN. The Joint Commission. Oakbrook Terrace, IL. Paid, part-time internship. Develop multimedia content; video production and editing; photojournalism; visual content development; for company website; compile distribution lists; write scripts for video and podcasts; photo selection and editing; import and organize media content; web content auditing. Req Undergrad/grad student in communications; familiar with Adobe Creative Suite; excellent photography and videography skills; graphic capabilities a plus; self-starter; innovative. Job # 15-0098. https://rn22.ultipro.com/JOI1001/JobBoard/JobDetails.aspx?ID=*547316454A055874

DATA ANALYTICS INTERN. Anthem, Inc. Indianapolis, IN. Analyses; support rollout of the analytics strategy; establish and document new processes/procedures; review/prioritize current and new analytic requests; data set up and preparation for analytic data/reporting needs; create queries; create under/grad student in communications; familiar with Adobe Creative Suite; excellent photography and videography skills; graphic capabilities a plus; self-starter; innovative. Job # 104315. http://www.careers.antheminc.com/jobs/descriptions/data-analytics-internship-104315-indianapolis-in-usa-job-5405641?utm

HUMAN RESOURCES INTERN. Hellerman Tyton. Milwaukee, WI. Background and reference checks; new hire paperwork; update Ceridian Recruiting Prepare; orientation material; schedule interviews; data entry; filing; administrative duties; update postings. Req Undergrad/grad student in HR program; excellent writing, communication, and MS Office skills; valid driver’s license and vehicle insurance; good presentation skills. https://www4.recruitingcenter.net/clients/hellermanntyoncareers/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=10323&esid=az

PUBLIC INVOLVEMENT INTERN. HNTB. Kansas City, MO. Research; prepare and disseminate project-related information; complete routine records and reports; proposal production coordination. Req Undergrad/grad student in journalism, communications, social media, graphic design or political science; MS Office exp; graphic design application software savvy. Job # 0914-107111. https://collegecareers-hntb.icims.com/jobs/107111/inter---public-involvement---summer-2015-%28part-time%29/job?mobile=false&width=960&height=500&bg=black&needsRedirect=false&jan1offset=-300&jun1offset=-240

CREATIVE INTERN. FleishmanHillard. St. Louis, MO. Req Senior/recent graduate of a BA/BS program in graphic design or advertising; sharp portfolio; willing to learn; team player; Final Cut Pro and Adobe Creative Suite COPIWRITERS pro. http://fleishmanhillard.jobs/st-louis-mo/creative-intern-full-st-louis-91EC81AABDF486A13A5A4BE38A8320/job


VOLUNTEER MANAGEMENT INTERN. Outreach Community Ministries. Wheaton, IL. Develop marketing materials; participate in volunteer selection process; schedule and train volunteers; reports; participate in several volunteer roles; event planning; database management. Req Undergrad; strong interpersonal and organizational skills; detail-oriented; basic computer skills. http://www.outreachcommunityministries.org/outreach-volunteer-management-Internship-bachelors-level-summerfall-2014/

MARKETING INTERN. Yelp! Cincinnati, OH. Develop, organize and execute marketing events; manage social media; online community building; craft copy. http://www.yelp.com/careers?job_id=7e09b44c-4e88-4189-ab0b-d6662e361157
ART THERAPY INTERNSHIPS.  Seasons Hospice & Palliative Care.  West Allis, WI.  Provide art therapy to family members.  Req Grad program in Creative Arts therapy, art, music, drama or dance/movement; GOA of 3.0/4.0 or better; Gpa of 3.0/4.0 or better.  Job # 5272.  http://jobs.seasons.org/job/07-Allis-Art-Therapy-Intern-WI-53214/251390300/?feedId=85700&utm

WEB DEVELOPER INTERNSHIP.  The Sole Revival.  Chicago, IL.  Design web solutions; develop/maintain visual design libraries; communicate with team members throughout project; learn, use and enhance e-commerce platform.  Req Undergrad/grad student; strong portfolio; Photoshop/Illustrator/Dreamweaver guru; exp. in web development, HTML and CSS; exp. with WordPress platform and WooCommerce.  http://www.barefootstudent.com/chicago/jobs/internship/web_developer_internship_239756

COLLECTIONS MANAGEMENT INTERNSHIP.  Thrivent Financial.  Minneapolis, MN.  General art historical research; write wall texts and artwork entries; data organization/entry; framing; special events; manage loans to/from the collection; help exhibit design and installation; collections management; conservation assessment support.  Req Undergrad/grad student in art, art history, theology or religious studies; excellent research, organizational, communication and computer skills; detail-oriented; flexible. Job # 4127BR.  https://s.jobs.brassting.com/TGWWebHost/jobdetails.aspx?jobId=1130421&partnerid=25290&siteid=5466&codes=RC1061

ARCHIVES INTERNSHIP.  Crain Communications.  Detroit, MI.  Scanning; postings; image processing and indexing; verify image quality; proofread meta data; organize pre- and post-scan work flows.  Req Exp. scanning and working with Adobe Photoshop; excellent writing, communication, organizational skills; flexible; able to lift up to 40 pounds; team player; attention to detail; accurate; 2 yrs. exp. with MS Office applications. Job # 15-0091.  https://rr22.ultipro.com/CRA1001/jobboard/JobDetails.aspx?__ID=D1A608731BD93A0C

GRANT WRITING INTERNSHIP.  JEO Consulting Group, Inc.  Lincoln, NE.  Help writing funding grants for clients.  Req Strong writing skills; enjoys technical/sales writing; persuasive; self-motivated; eager to learn; attention to detail; research skills; team player; knowledge of local governments and/or a basic understanding of public infrastructure preferred; ability to present and use graphics and public presentation skills a plus.  http://jeo.com/jobs/jobs/grant-writing-intern/

West/Southwest

CORPORATE ARCHIVING INTERN.  Southwest Airlines.  Dallas, TX.  Sort, catalog. and store archives; use digital asset management systems, cataloging software, accessions, and document storage and retrieval; write short historical items for online sites.; Req Junior/senior/grad in library science, history, archives and records management or related program; GPA of 2.5/4.0 or better; strong multi-tasking, time management, writing, communication, and customer service skills; previous exp. in archive, museum or library preferred; familiar with digital asset management system, cataloging software, accession; good multi-tasking skills; responsible; excellent writing, communication and customer service skills; MS Office pro; interest in aviation a plus.  Job # 2015-10705.  https://corporatecareers-southwest.icims.com/jobs/10705/corporate-archiving-intern---fall-2015/job?mobile=false&width=980&height=500&bgz=true&needsRedirect=false&titleIdx=1


INTERN REPORTER.  The Great Falls Tribune.  Great Falls, MT.  Research, write and report; serve as public ambassador; shape storytelling to meet audience needs and interests.  Req Undergrad/grad students of journalism or communications; excellent writing, communication and time management skills; meets deadlines.  Job # 58223.  https://career4.successfactors.com/career/company=Gannett

ETHNOGRAPHER/DESIGNER INTERNSHIP.  Allstate.  Menlo Park, CA.  Assist the team with projects at various stages of product development, from early-stage need finding to late-stage user testing and data analysis.  Req Graduate student in human factors, interaction design, psychology, or sociocultural anthropology; previous work exp; familiar with ethnographic research and handling data; attention to detail; MS Office savvy; excellent communication skills; autonomous; eligible to work in the US.  Job # MEN00146.  http://www.allstate.jobs/ShowJobId/496792/Ethnographer%20Designer%20Internship%20Product%20Innovations

OK RESEARCH & MARKETING INTERNSHIP.  AARP.  Edmond, OK.  Data analysis; statistical processing; demographics; interpret programmatic areas and best channels of communication; seek and analyze community engagement criteria in micropolitan targets; develop a national rural briefing book/rural marketing strategy; assist in assigned rural state events; weekly updates.  Req Excellent writing and communication skills; web and social media savvy; knowledge of PowerPoint, Word, and Excel.  Job # 12457653.  http://www.aarp.org/about-aarp/jobs/

ENVIRONMENTAL SCIENCE & PLANNING INTERNSHIP.  Jacobs.  Bellevue, WA.  Research; assist with wetland delineation, habitat assessment, protected species surveys; resource identification; impact assessment; regulatory analysis from pre-design and design details; survey reports; learn skills associated with interagency communication, permitting, and mitigation planning; NEPA/SEPA assessment and documentation; pre-design evaluation, design. And construction implementation of mitigation and restoration sites.  Junior/Senior in biology, GIS, environmental science, ecology, or botany; strong communication, organizational, analytical and conceptual skills; problem-solver; ArcMap/ArcGIS savvy; CADD and/or Micro-Station savvy a plus.  https://careers.jacobs.com/uniquesid/660094c35b57476ead1c54013ae07e2af66715ce5982714ed0511116d6585c3/uniquesid/0A_HTML/OA.jsp?OAFunc=IR

R VAC DISPLAY&p svnid=301289&p spid=1245207&p site_id=1082
R&D INTERN. Behr. Santa Ana, CA. Assist multiple staff with working with cross-functional team; maintain lab equipment; report test findings. Req Undergrad/grad student; excellent writing and communication skills; Internet/MS Office savvy; ability to understand and follow test methods. Job # 21343BR. https://jobs.brassring.com/TGWEHost/jobdetails.aspx?jobid=1092766&partnerid=25204&siteid=5282&codes=IPINDEED

FALL VISUAL DESIGN INTERN. Frog. Austin, TX. Create original designs for interactive platforms ranging form websites to software applications, consumer electronics and packaging. Req Core visual design skills; exp. with digital design; passion for user-centered interface design; comfortable with design software; strong communication and time management skills; online portfolio preferred; autonomous; team player. http://www.frogdesign.com/careers/jobs/studios/austin.html?ln=1&ly=eoE80Wfe%2CJob&lyy=Indeed&jk=Job

PUBLIC RELATIONS INTERN. Bonhams & Butterfields Auctioneers Corps. Los Angeles, CA. Serve as point of contact for the media; assist with writing/distributing press releases; track press coverage; help maintain a well-organized media database; ensure regular harmonious contact with key journalists; coordinate with the PR team on all PR projects. Req BA/BS in PR, journalism or communications; exp. in PR, journalism, or communications; media contacts in the greater Los Angeles area; flexible schedule; excellent communication, media relations, and organizational skills; MS Office pro; autonomous; team player. https://www.journalismjobs.com/job-listings/1620901


DIGITAL CURATORIAL INTERN. Restoration Media. Irvine, CA. Input artist information, updates and images into website; take care of all WordPress core, theme, and plugin updates; data entry; research artists and art exhibitions at museums, art galleries and biennials; update social media platforms with images and information; video editing; other duties as needed. Req WordPress guru; bilingual English-Spanish; familiar with Office, Adobe Suites and Google Drive; organized; detail-oriented; analytical; interest in contemporary art; autonomous. https://www.smartrecruiters.com/RestorationMedia/83022717-digital-curatorial-intern-sayago-pardon-collection

DIGITAL CURATORIAL INTERN. Restoration Media. Irvine, CA. Input artist information, updates and images into website; take care of all WordPress core, theme, and plugin updates; data entry; research artists and art exhibitions at museums, art galleries and biennials; update social media platforms with images and information; video editing; other duties as needed. Req WordPress guru; bilingual English-Spanish; familiar with Office, Adobe Suites and Google Drive; organized; detail-oriented; analytical; interest in contemporary art; autonomous. https://www.smartrecruiters.com/RestorationMedia/83022717-digital-curatorial-intern-sayago-pardon-collection

PHOTOGRAPHER INTERN. Madelife. Boulder, CO. Unpaid internship. Support students and professionals. Req BA/BS in photography; 1 yr. exp.in lifestyle, product and/or event photography, Adobe Lightroom and Photoshop; flexible; autonomous; team player; good toek ethic; positive attitude; creative thinking and aesthetic sense. https://www.smartrecruiters.com/Madelife/83091740-photographer-internship

GIS INTERN. The Trust for Public Land. Santa Fe, NM. Data collection and creation; data pre-processing; data and communication management; QA/QC of data; meetings. Req Esri ArcGIS 10.2 or higher guru; exp. collecting, creating, managing and processing data; exp. in geo-databases; excellent writing and communication skills; exp. with customer service; exp. writing summaries or “how to” documents a plus; attention to detail; able to work onsite; team player. http://www.tpl.org/about/jobs/gis-intern


RESEARCH INTERN. Fred Hutchinson Cancer Research Center. Seattle, WA. Literature searches; write summaries; participate in training sessions; meetings; data entry; data checks; generate summary statistics and data tables; research support; general office support; other tasks as assigned. Req Courses in statistics and research methods; exp. working in a professional setting; familiar with PubMed, PsyceINFO, and/or Web of Science; good writing and communication skills; Spanish language skills preferred. Job # 5701. https://careers-fhcre.icims.com/jobs/5701/intern%2c%2cresearch/job?mode=job&iiss

HR INTERN. Dexcom. San Diego, CA. Clerical and administrative duties; filing; copy and assemble new hire packets; record maintenance; data entry; assist with audits; distribute mail; direct incoming calls; assist with projects; other duties as assigned. Req 6 mos. office exp; 1 yr. exp. working with computers and MS Office; good communication and interpersonal skills; attention to detail; discrete. Job # 2423. https://career4.successfactors.com/career?company=Dexcom&career_ns=job_listing&navBarLevel=JOB_SEARCH&career_job_req_id=2423


EDITORIAL INTERN. Dollar Shave Club. Venice, CA. Research, pitch and write blog stories. Req BA/BS preferred; excellent Writing and communication skills; sense of humor; conceptual thinking skills; Wordpress/Photoshop knowledge a plus; good multi-tasking abilities; meets deadlines. http://www.dollarshaveclub.com/join-the-team#editorial-intern

GRAPHIC DESIGN INTERN. WeberShandwick. Dallas, TX. Work on graphic designs for social media; help produce all types of collateral; design layouts; use InDesign/PowerPoint to create business presentations; help prepare files for printers and mocking up storyboards. Req Undergrad/grad recent graduate of graphic design; graphic software savvy. Job # 001083. https://jg.telco.net/careersection/wsi_ext_cs/jobdetail.nl?job=001083

GIS INTERN. Psomas. Pasadena, CA. Part-time, summer internship. Help prepare maps and analytical materials; GIS/graphic duties; data entry; map/exhibit production; data collection and analysis. Req Undergrad/grad student in geography; GIS coursework; desktop computing savvy; strong communication and organizational skills; courses or exp. in cartography; portfolio of map products; clean driver’s record and valid driver’s license. https://psomas.applicantpro.com/jobs/224063-8680.html
REPORTING FELLOW. Yes! Magazine. Bainbridge Island, WA. Paid fellowship. Write web content and magazine articles. Req Portfolio; exp. in journalism either professionally or as an intern or student; curious; come from an underrepresented community; interested in data that tells important stories; optimistic; knowledge about other media forms a plus. https://www.journalismjobs.com/job-listings/1620692


GRANT WRITING INTERN. City of Grapevine, TX. Grapevine, TX. Paid internship. Identify grant opportunities; research, apply and writing programming for grants; schedule meetings; track progress of grants; fill our reports; take calls; set appointments; clerical duties; other duties as assigned. Req Undergraduate in humanities, museum studies, or art; excellent writing and communication skills; knowledge of MS Office; valid driver’s license. http://agency.governmentjobs.com/grapevinetx/default.cfm?action=viewJob&jobID=1044373

SUMMER INTERN IN PROTEIN SCIENCES. Emergent BioSolutions. Seattle, WA. Support preclinical and clinical research programs; purification and assessment of protein reagents; evaluate and develop new protein purification and characterization techniques; maintain laboratory log. Req Sophomore/junior/senior/grad student; completed introductory biology, biochemistry and/or chemistry; exp. documenting results and observations in a lab notebook; familiar with safe handling of chemicals. Job # 7521. https://career8.successfactors.com/career?company=EBSI&career_ns=job_listing&navBarLevel=JOB_SEARCH&_s.crb=BBY%2fFvTaCJkJgpj95HuygXpu9mpc%3 d&career_job_req_id=7521

HISTORY INTERN. R&K Solutions, Inc. San Antonio, TX. Paid internship. Research; collect information; help develop the narrative account of the research. Req Good communication, research, and writing skills; working knowledge of MS Word and Publisher; able to do minimal travel if necessary; autonomous; team player. http://rksolutions.iapplicants.com/ViewJob-641797.html?jb=3

MULTI-REGIONAL/INTERNATIONAL/FREELANCE

PUBLISHING EXECUTIVE INTERN. AOL. London, UK. Maintain and develop assigned part of international publishing network; build relationships; research; contact and negotiate with publishers; delivery campaigns in local market; write reports; conduct media planning; administrative tasks. Req BA/BS in business, marketing or economics; responsible; analytical ;interest in internet, social media and blogosphere; able to work 40 hours per week; bilingual English-Spanish. https://www.smartrecruiters.com/Aol/83298367-publishing-executive-intern

ADMINISTRATIVE SUPPORT/TRAINEE INTERN. Roche. Barcelona, Spain. 7-month, full-time, paid internship. Database maintenance; coordinate and follow up of the welcome package for new hires; purchase office materials and equipment; manage suppliers; review and keep stocks. Req Undergrad/grad student in business administration; solid English language skills; MS Office guru. http://www.jobsinbarcelona.es/ads-Roche-Administrative-Support-Trainee-71754.aspx

POSTDOC POSTION IN ADAPTATION PHYSIOLOGY. Wageningen UR. Netherlands. Study metabolism of the peripartum animal; focus on biotic/abiotic factors affecting embryonic metabolism in chickens and peripartum nutrition in both pigs and chickens. Req Recent PhD graduate in biology or animal science; sound knowledge of animal physiology; strong scientific writing skills; fluent in English; demonstrable qualities in writing grant proposals. http://ec.europa.eu/euraxess/index.cfm/jobs/jobDetails/34016263


Good luck! Next email issue: July 3, 2015