



Internship Newsletter: January 2010

Careers and Experiential Education

Prepared by Maureen McCartney

For additional Information, contact the Career Center, Lammers Annex
413 572.5206 mmccartney@wsc.ma.edu

Internship/Co-op – American Cancer Society

Daffodil Days are one of the American Cancer Society's signature fundraising events. The Daffodil campaign consists of the pre-selling of bunches of 10 daffodils that are delivered during the week of March 22, 2010. The campaign runs October through the end of March. An intern will be expected to; support American Cancer Society Executive, call all lapsed Daffodil accounts and other phone calls as needed, enter Daffodil college orders, fill promotional requests, maintain email database, track all driver volunteers, assist with mailings, create and assist with mailing of flyers, and other Daffodil responsibilities as needed.

Send resume by mail or email.

npiela@cancer.org or send to:

American Cancer Society, Daffodil Days Coordinator, 59 Bobala Rd. Holyoke MA 01040

Nancy Piela

Holyoke MA

413-493-2124

npiela@cancer.org

Community Service, Internship/Co-op, Part-time, Work Study - off campus

The Children's Study Home

Part-time, flexible helping to plan marketing and fundraising events; writing marketing plans, press releases, researching social media interest for the Study Home. The focus will be on public relations, community relations, communications, event planning, and marketing and fundraising aspects of the field.

Send resume and cover letter to:

Susan Boniface

Community Relations Manager

The Children's Study Home

www.studyhome.org

sboniface@studyhome.org

413 739.5626

413 732.5457 faxSusan Boniface

44 Sherman Street

Springfield MA 1109

4137395626

413 732.5457

sboniface@studyhome.org

www.studyhome.org

Internship/Co-op – Kittredge Equipment

A copywriter/content analyst to an integral role in the development of Kittredge Equipment's Web site. The copywriter/content analyst will work closely with all internal teams involved in the development process. The copywriter/content analyst is a professional communicator capable of grasping communication and organizational challenges, devising imaginative and intuitive solutions. Other attributes include a well-rounded knowledge of the Web, as well as a thorough familiarity of leading trends in usability, online marketing and traditional advertising.

Inventory and assess the quality of Kittredge Equipment's Web site content
Interact with project team to understand business objectives and user goals
Collaborate with Creative team to determine the conceptual and copy direction of branding and advertising initiatives
Repurpose, edit and create site content
Evaluate and create site metadata
Maintain high standards of copywriting and exercise quality control on all copy

Submit resume and cover letter to marketing@kittredgeequipment.com or fax to (413)786-7086. Kevin Campion
100 Bowles Road
Agawam MA 1001
(413)304-4100
(413)786-7086
marketing@kittredgeequipment.com
www.kittredgeequipment.com

Internship/Co-op – Kittredge Equipment

Serve as a link between Kittredge Equipment and the media on a daily basis, writing press releases, developing story ideas and pitching ideas for media coverage. Also write for website, email campaigns, brochures and other materials as needed.

Serves as support staff for essential administrative responsibilities including reception, office management, budgets, correspondence, database management, advertising schedules, photo archives and reports or special documents.

Assists with the coordination and implementation of the daily administrative functions of the public affairs office including reception, photo and information files.

Participates in a team environment with regards to proofreading kittredgeequipment.com, the company's web site and other publications.

Organizes materials for meetings and/or presentations.

Prepares correspondence, reports and spreadsheets.

Edit, enhance and create copy for the company's web site.

Develop and maintain database of Kittredge "contacts" for publicity purposes.
Inform the media and the public of Company events, including demonstrations, fundraisers, promotions, conferences, special events and programs.

Submit Resume & Cover letter with application to marketing@kittredgeequipment.com or fax to (413)786-7086 Kevin Campion
100 Bowles Road
Agawam MA 1001
(413)304-4100

(413)786-7086
marketing@kittredgeequipment.com
www.kittredgeequipment.com

Internship/Co-op – Kittredge Equipment

We are a small, New England-based food service equipment and supply dealer with in-house marketing, advertising, public relations and graphic design. We're looking for a smart and motivated individual to assist in various aspects of our marketing department, including media relations, B2B marketing, direct mail, website development, advertising and market research. Interning at Kittredge Equipment offers a strong introduction to a broad range of marketing roles, helping you get the most of your experience.

Submit resume and cover letter along with application to marketing@kittredgeequipment.com

Kevin Campion
100 Bowles Road
Agawam MA 1001
(413)304-4100
(413)786-7086
marketing@kittredgeequipment.com
www.kittredgeequipment.com

Internship/Co-op, Part-time Internship - Marketing/Public Relations: Job #4409

Part-time internship; flexible helping to plan marketing and fundraising events; writing marketing plans, press releases, researching social media interest for the Study Home. The focus will be on public relations, community relations, communications, event planning, and marketing and fundraising aspects of the field.

Send resume and cover letter to:

Susan Boniface
Community Relations Manager
The Children's Study Home
44 Sherman Street
Springfield, MA 01109

E-mail: sboniface@studyhome.org
Fax: 413-732-5457
Phone: 413-739-5626

Susan Boniface
44 Sherman Street
Springfield MA 1109
413-739-5626
413-732-5457
sboniface@studyhome.org
www.studyhome.org

Internship/Co-op – The New England Revolution

POSITION SUMMARY

The New England Revolution seeks a highly motivated individual capable of assisting the clubs overall communications efforts on home game days. The Communications Gameday Intern will be a vital part of the execution of gameday media operations for the New England Revolution

soccer team. The successful candidate will work daily with the diverse New England and national media (print, radio, television and internet). This is an ideal position for prospective interns who have little to no experience in the sports industry, but wish to pursue a career path in those areas.

JOB FUNCTIONS

Candidates must be available for all of the team's home games during the chosen semester, with exceptions for college classes or infrequent/special occasions that conflict with the schedule
Help with all aspects team's gameday media operations, including but not limited assisting media with information requests, disseminating information, organizing postgame activities (press conferences, interviews, transcription)

Assist with set-up for all matches, including international matches hosted by the team

Staff media will call on a rotating basis

Interact with media members on behalf of the communications staff

When needed, assist stats crew with official stats input

When needed, assist broadcast crews in a variety of capacities: talent stats, official stats, spotter, runner

Other duties as assigned

Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends.

TO APPLY

Submit cover letter, resume, references and a selection of writing/work samples (preferably Word or PDF) to media@revolutionsoccer.net or through the mail to Director of Communications, New England Revolution, Gillette Stadium, One Patriot Place

Nicholas Kropelin

Gillette Stadium

Foxborough MA 2035

508-549-0170

nickk@revolutionsoccer.net

Internship/Co-op - The New England Revolution

POSITION SUMMARY

The New England Revolution seeks a highly motivated individual capable of assisting in the expansion of the club's overall marketing, business development, and soccer operations efforts. He or she will work very closely with the VP of Business Development in his daily activities. This position entails a great deal of organization and attentiveness to detail, considering the vast scope of the internship.

JOB FUNCTIONS

Maintain and grow primary business and fan accounts and community relationships held by the club

Assist in the preparation of game days and special soccer events

Assist in team administrative tasks

Other duties as assigned

Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends

TO APPLY

Submit cover letter, resume, references and a selection of writing / work samples (preferably Word or PDF) to nickk@revolutionsoccer.net or through the mail to Nick Kropelin, New England Revolution, Gillette Stadium, One Patriot Place, Foxborough

Nicholas Kropelin

Gillette Stadium

Foxborough MA 2035

508-549-0170
nickk@revolutionsoccer.net

Internship/Co-op - The New England Revolution

POSITION SUMMARY

The New England Revolution seeks a highly motivated individual capable of assisting in the expansion of the club's overall communications efforts. The Communications Intern will be a vital part of the daily execution of the on-going and developing media relations, public relations, and multimedia efforts of the New England Revolution soccer team. The successful candidate will work daily with the diverse New England and national media (print, radio, television and internet).

JOB FUNCTIONS

Assist with all aspects of the team's day-to-day media relations, including but not limited to the development of game notes and other written communications collateral and the coordination of interviews and press events

Monitor daily media coverage in all mediums (print, radio, television, and internet) and distribute to internal and external stakeholders

Assist with gameday press operations, including staffing media will call and assisting with official stats as needed

Write content for revolutionsoccer.net and assist with the generation of new and timely content in all mediums (written, audio, video and photo)

Create content for other publications as assigned

Maintain and help build the club's digital photo archives

Other duties as assigned

Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends

TO APPLY

Submit cover letter, resume, contact information for three references and a selection of writing/work samples (preferably online links or Word or PDF documents) to

media@revolutionsoccer.net or through the mail to Communications Department, New

Nicholas Kropelin

Gillette Stadium

Foxborough MA 2035

508-549-0170

nickk@revolutionsoccer.net

Internship/Co-op - The New England Revolution

POSITION SUMMARY

The New England Revolution seeks a highly motivated individual capable of assisting in the expansion of the club's overall community affairs efforts. The Community Relations Intern will be a vital part of the daily execution of the on-going and developing community relations and public outreach efforts of the New England Revolution soccer team and the New England Revolution Charitable Foundation. The successful candidate will work daily with a diverse cross section of New England-based charitable organizations.

JOB FUNCTIONS

Assist with all aspects of the team's day-to-day community relations efforts, including but not limited to the review, fulfillment and tracking of donation and appearance requests made to the New England Revolution and New England Revolution Charitable Foundation

Assist the Communications staff in organizing, staffing and publicizing player appearances and community relations efforts

Help with special community-based programs activated on game days, included but not limited to Taylor's Team and Autograph Alley

Other duties as assigned

Due to the cyclical nature of the sports and entertainment industry, the intern will be asked to work varying schedules to reflect the business needs of the company, including weekends.

TO APPLY

Submit cover letter, resume and contact information for three references to media@revolutionsoccer.net or through the mail to Director of Communications, New England Revolution, Gillette Stadium, One Patriot Place, Foxborough, MA 02035. No phone

Nicholas Kropelin

Gillette Stadium

Foxborough MA 2035

508-549-0170

nickk@revolutionsoccer.net

Internship/Co-op – Kraft Sports Group

POSITION SUMMARY

Kraft Sports Group seeks highly motivated individuals capable of assisting in the expansion of the organization's overall marketing and branding efforts. Street Team members will be a vital part of the execution of the on-going and developing grassroots efforts of the New England Patriots, New England Revolution and Patriot Place. While most efforts take place in Massachusetts and Rhode Island, Street Team assignments range throughout most of Southern and Eastern New England. The Street Team members will get first-hand practical experience in sports and event marketing.

POSITION FUNCTIONS

Assist with grassroots acquisition marketing campaigns for the New England Patriots and Patriot Place Retail and Entertainment Center affinity reward programs.

Distribute and post marketing collateral in local business, pass out fliers and/or deliver marketing materials throughout the New England

Make appearances as Slyde the Fox, the official mascot of the New England Revolution, throughout the New England area, especially on behalf of ticketing or community initiatives, with enthusiasm and energy. Many scheduled appearances include working with and around young children.

Set up and transport the various elements of the Kraft Sports Group (vans, inflatables, prize wheel, tables, tents, etc) at area events, team functions, festivals, and at all events including tournaments, leagues and select home games

Fulfill sponsor commitments and obligations through handouts and promotions at all street team events

Provide support for Patriots, Revolution and Patriot Place events, including but not limited to select Patriots and Revolution games, ticket holder functions, Patriots Training Camp and community outreach.

Applicants may send resume and cover letter to nickk@revolutionsoccer.net

Nicholas Kropelin

Gillette Stadium

Foxborough MA 2035

508-549-0170

nickk@revolutionsoccer.net

Internship/Co-op - The New England Revolution

POSITION SUMMARY

The New England Revolution seeks a highly motivated individual capable of assisting in the operation of the club's overall team administration, game operations and player fulfillment. He or she will work very closely with the VP of Player Personnel, Soccer Operations Coordinator and various team staff in their daily activities. This position entails a great deal of organization and

attentiveness to detail considering the vast scope of the internship and provides first-hand experience of the day-to-day workings of professional sports teams front office.

JOB FUNCTIONS

Assist in team administrative tasks such as team travel, team logistics and support

Assist in the preparation of game days and special soccer events

Assist team staff during first team training sessions and events

Assist in the operation of Revolution Youth Development program games, training sessions and events

Transport players/staff to various locations throughout the Boston area

Other duties as assigned

Due to the cyclical nature of the sports and entertainment industry, the employee will be asked to work varying schedules to reflect the business needs of the company, including weekends

TO APPLY

Submit cover letter, resume and references (preferably Word or PDF) to nickk@revolutionsoccer.net or through the mail to Nick Kropelin, New England Revolution, Gillette Stadium, One Patriot Place, Foxborough, MA 02035 (Phone: 508-549-0170).

Nicholas Kropelin

Gillette Stadium

Foxborough MA 2035

508-549-0170

nickk@revolutionsoccer.net

Internship/Co-op - The Davis Financial Group,

Company Background:

The Davis Financial Group, LLC is a collaboration of seasoned financial professionals - each with his or her individual practice and specialty. A closer look reveals an alliance that is indeed greater than the sum of its parts. Clients work with an individual financial professional of their choice, yet they benefit from the group's collective expertise. We specialize in fee-based financial planning for individuals, business owners and non-profit organizations.

Internship Description: Spring Semester 2010

Individual will work with the Marketing Coordinator in many aspects including but not limited to the following:

-Drafting the company's marketing plan and budget for 2010

-Mailings

-Database management

-Prospect development

-Seminar coordination-invites, deal with compliance, coordinating with vendors and event locations

-Working with Pixel & Type, our ad designer on ads for local papers and newsletters.

-Identifying strategic opportunities in the area

Please email resumes and time/day availability to Katie Haubner at khaubner@finsvcs.com.

Katherine Haubner

Hadley MA

413-584-3098

khaubner@finsvcs.com

Internship/Co-op - Seder Foods Corporation

Seder Foods Corporation, a regional food distributor, has an immediate internship opportunity available with excellent skills in data base management, experience with microsoft access, crystal report writing, and basic general ledger accounting. Candidate must be focused with strong work ethic. Intern will gain vast experience in this 10 hour per week, paid position, Monday or Tuesday, and Friday a.m. schedule. Must be a team player with excellent communication skills.

Please send full resume to:

rsylvester@sederfoods.com

Robert Sylvester
P.O. Box 1015
Palmer MA 1069
413-283-2565
413-283-9444
rsylvester@sederfoods.com
www.sederfoods.com

Internship/Co-op - Lutheran Social Services

POSITION AVAILABLE: Client Support Intern
Reports Directly To: Program Coordinator
Department: Services for New Americans
Division: Westfield, MA

The Client Support Intern will assist newly resettled refugees adjust to their new homes in Western Massachusetts. Clients represent a diversity of cultures, including Russian-speaking, Burmese, Bhutanese, Afghans and Iraqis. Lutheran Social Services Westfield Office provides translation, job training, employment services, self-sufficiency skills and English for Speakers of Other Languages to over 100 people weekly. The Client Support Intern will support all program staff as needed. This is a 10-20/hour per week volunteer position.

Intern Responsibilities:

- * Welcome clients and book appointments
- * Facilitate donations
- * Assist with client questions and concerns
- * Update client paperwork
- * Teach ESOL classes
- * Develop new projects as appropriate.

Interested candidates should send cover letter and resume to: Program Coordinator, Ivan Ivanov, at iivanov@lssne.org ~OR~ 24 Elm Street, Westfield, MA 01685.

Shemariah Blum-Evitts
24 Elm Street
Westfield MA 1085
413-562-6015
sblum@lssne.org
www.lssne.org

Community Service, Internship/Co-op – Lutheran Social Services

The Agriculture Project Intern will assist Program Coordinator in all aspects of the Immigrant and Refugee Agriculture Program (IMMAG) as needed. IMMAG supports beginning farmers who face great hurdles in establishing a family farm in the United States, their new home. Lutheran Social Services developed IMMAG in response to the high number of refugees with both extensive agricultural backgrounds and aspirations to continue farming. This program enables refugee farmers to transition their experience into agricultural endeavors in Massachusetts, through farm employment, community gardens and farm incubator sites. Participants represent a diversity of cultures, including Russian-speaking, Burmese, Bhutanese, Somalis and Iraqis.

Intern Responsibilities:

Assist in community garden planning and coordination
Assist in development of curriculum and reference materials
Research new farm and garden sites
Research potential marketing opportunities for farmers products
Identify employment opportunities for beginning farmers

Interested candidates should send cover letter and resume to Agriculture Program Coordinator, Shemariah Blum-Evitts, at sblum@lssne.org ~OR~ 24 Elm Street, Westfield, MA 01685. Shemariah Blum-Evitts
24 Elm Street
Westfield MA 1085
413-562-6015
413-480-0010
sblum@lssne.org
www.lssne.org

Community Service, Internship/Co-op

The Services for New Americans Intern will assist newly resettled refugees adjust to their new homes in Western Massachusetts. Clients represent a diversity of cultures, including Russian-speaking, Burmese, Bhutanese, Afghans and Iraqis. Lutheran Social Services Westfield office provides translation, job training, employment services, self-sufficiency skills and English for Speakers of Other Languages to over 100 people weekly. The Services for New Americans Intern will support all program staff as needed.

Intern responsibilities may include:

Welcome clients and book appointments
Facilitate donations
Assist with client questions and concerns
Update client paperwork
Teach ESOL classes
Develop new projects as appropriate

Interested candidates should send cover letter and resume to Program Coordinator, Ivan Ivanov, at iivanov@lssne.org or 24 Elm Street, Westfield, MA.
Ivan Ivanov
24 Elm Street
Westfield MA 1085
413-562-6015
413-480-0010
iivanov@lssne.org
www.lssne.org

Internship/Co-op

OVERVIEW: Here is a great way for you to get outside and give back at the same time.

As a Trail steward, you will assist staff with routine trail maintenance tasks like drainage structure cleaning and reinforcement, removing debris from trail surfaces, and cutting vegetation in and near the trail. There are opportunities to work independently or in work days to maintain existing and create new trails.

A goal of the internship is to increase your skills such that you will be able to supervise other volunteers in Trail Team workdays of your organization. As a result of your efforts, our trails will be safer and more accessible, enhancing the ability of our visitors to enjoy our properties. You will acquire marketable job skills for the natural resources field.

DESIRED AND REQUIRED ABILITIES:

16 years old - required.

Ability to perform vigorous work outside and an ability to use hand tools - required.

Transportation to begin work in Holyoke - required.

Comfortable taking on a project and working on it independently - required.

Bilingual speakers (English/Spanish) - desired.

WHAT YOU WILL LEARN:

Increased skill at managing and coordinating other volunteers

Augment familiarity with local natural areas

Exposure to a leading conservation organization

Improved time management, work planning and event management

Best management practices for trail construction and maintenance

Safe and effective tool use

PLUS, you will get to have fun playing in the woods!

LOCATION:

Based out of our Holyoke office, but includes responsibility for volunteer activities at various Trustees' properties, including: Dinosaur Footprints and Little Tom (Holyoke), and Peaked Mountain (Monson). Some of the work can be done remotely.

TIME COMMITMENT NEEDED:

At least 8 hours per week, 6 months minimum.

CONTACT:

Josh Knox, Superintendent

Phone 413.532.1660

Email jknox@ttor.org

Josh Knox

193 High Street

Holyoke MA 1040

413-532-1631

jknox@ttor.org

www.thetrustees.org

Internship/Co-op

RESEARCH ASSISTANT: RESTORATIVE JUSTICE (30-40 HRS/WK)

Assist in the reformation of the criminal justice system to reflect biblically based principles of restorative justice! You will work both in Lansdowne and on Capitol Hill with restorative justice staff and focus on various criminal justice activities and reform projects as well as research, write, and develop articles related to restorative justice practices and programs. Additional aspects of this high profile position include the need to prepare materials for and participate in meetings about legislative issues on Capitol Hill, answer inquires about restorative justice from subscribers and supporters, and assist with website development and management. The qualified individual(s) will possess strong research and writing skills, strong written and oral communication skills, PC proficiency including Internet skills, and familiarity with government. Minimum two years of college education completed. Suggested Major(s): Public Policy, Law, Criminal Justice, or Political Science

Placement of Interns:

Prospective interns are interviewed over the telephone and selection is made based on the student best prepared and suitable for the position. Once selected, we work with students who may have school requirements that must be fulfilled, along with a discussion of their own goals for

their summer experience. Prior to starting, students will have the opportunity to interact with their supervisor and Human Resources to establish the parameters of position, confirming the following information:

The projected responsibilities to be completed by the intern.
The duration of the internship.
The hours to be worked during the internship.
The educational requirements associated with the position.
The amount of compensation, based on \$7.25 per hour.

Supervision and Evaluations:

Our goals include planning work activities that focus on projects related to the interests of the student. Their summer experience is viewed as an extension of the student's academic program. As such their supervisor will focus on opportunities that integrate the student's academic experience in the workplace. Supervisors meet with the students to provide direction and feedback throughout the summer. In addition, we complete any formal evaluations required by the school. Upon completion of the internship, the supervisor evaluates the student and students also complete an evaluation of their supervisor and overall internship experience.

Lodging:

Although some interns already have local housing accommodations, there will also be housing available for a limited number of students on a first come, first served basis through the local campus of Patrick Henry College where students have the opportunity to take advantage of affordable housing for the summer.

Candidates for field opportunities (locations beyond the Lansdowne, VA office) are normally selected based on their skills and interests as well as their proximity to our local field offices.

Worldview Seminar:

As part of the program, all interns participate in Christian Worldview discussions based on the writings of Chuck Colson and other Christian worldview thinkers. This also includes a weekend seminar with the Centurions program, which helps teach Christians how to integrate a biblical worldview into all spheres of their livesâ€”at school, at home, and in their culture. To learn more about the Centurionâ€™s program, visit us online at www.breakpoint.org/centurions.

Activities:

National Office interns informally gather together throughout the summer for social activities during the week and weekends and often visit Washington, D.C as well. Students also attend staff meetings, ministry gatherings, and meet with leaders from the various ministry divisions. There are activities and events that are required for all interns to attend to include Intern Devotions, special guest speakers, and participating in a local prison visit.

Applicants for the program should have completed at least one year of college and be enrolled for the fall semester, or have graduated in May. Rising college freshman may also be considered based on academic preparation gained through advanced studies. Pr

Meaghan Stoner
44180 Riverside Parkway
Lansdowne VA 20176
877-478-0100
703-554-8609
meaghan_stoner@pfm.org
www.prisonfellowship.org

Internship/Co-op - Organizing for America

Organizing for America, the successor organization to Obama for America, is empowering students across the country to build on the movement that elected President Obama and help bring about the next wave of his vision for change.

OFA is offering a National Organizing Internship, connecting students all over the country with our organization on the ground, and working to make the change we fought so hard for in 2008 come to fruition.

General Information:

- * Internship Dates: January 11-May 7 (dates are flexible depending on your school's schedule).
- * The Internship requires a commitment of at least 12 hours per week.
- * If you would like to receive college credit for this program, please make arrangements with your school ahead of time.
- * Applications must be submitted by Friday, December 18.
- * If you are interested in joining the DNC's Internship Program in Washington DC, please click [here](#) to apply.

To learn more and application instructions, please go to:
<http://my.barackobama.com/2010SpringInternship>

Questions, email: info@barackobama.com

Human Resources
430 S. Capitol St. SE
Washington DC 20003
info@barackobama.com
www.my.barackobama.com/2010springinternship

Internship/Co-op - Congressional offices of Niki Tsongas

Actively seeking bright, conscientious interns for the congressional offices of Niki Tsongas during fall and winter semesters. Work in conjunction with congressional aides, interns will experience hands-on experience dealing with current issues, maintain a diverse set of administrative and legislative responsibilities, ranging from public policy to projects to constituent correspondence to event planning.

Interns are expected to keep abreast of both local and national news, as current policy issues are the basis for most constituent contacts. Interns will develop an understanding of the inner workings of a Congressional office.

To apply, please send the Application, Cover Letter, Resume and a Two Page Writing Sample preferably via fax to 202-226-0771 ~OR~ email as an attachment to Amy Greenwood (978-459-0101) in the Lowell office at: amy.greenwood@mail.house.gov.

Amy Greenwood
11 Kearney Square
Lowell MA 1852
978-459-0101
978-459-1907
amy.greenwood@mail.house.gov
www.tsongas.house.gov

Internship/Co-op – Westover Job Corp

Assist mentoring youth at Westover Job Corps with math and reading skills for GED testing. Westover provides young adults from 18-24 with vocational training and on-campus housing. Potential for either day and/or evening hours.

Please call John Arthur to inquire: 413-593-4004. John Arthur

103 Johnson Rd

Chicopee MA 1022

413-593-4062

careers@wsc.ma.edu

Internship/Co-op - Americans for Fairness in Lending

Application for Web Intern for Spring Semester 2010

Americans for Fairness in Lending (www.affil.org) is seeking an intern to assist in web maintenance and research, and office administration in our Boston office. AFFIL is a small non-profit seeking to raise awareness and outrage about abusive predatory lending practices with the ultimate goal of reforming and regulating the lending marketplace. We are currently working with Americans for Financial Reform (www.ourfinancialsecurity.org) on national financial reform legislation. This internship offers the opportunity to work in the field of consumer protection, which is increasingly being recognized as an essential component to establishing financial justice in America.

Internship duties may include but are not limited to: updating the website, conducting research for new articles on our website, answering phone calls and emails from allies and borrowers, communicating with consumers via social networks, sending materials to allies and members, and assisting with general office work.

The intern should be available on Tuesday and Friday, with an optional third day during the week. Please note in your application if you will be seeking additional hours in order to obtain school credit. This is an unpaid position.

To apply:

Send resume and cover letter to info@affil.org with the subject line: "Application for AFFIL Internship" and include a description of your availability. Or send the same to 7 Winthrop Square, 4th Floor, Boston MA 02110, attn: AFFIL.

TheSally Brzozowski

7 Winthrop Sq., Fl. 4

Boston MA 2110

617-841-8000

info@affil.org

www.affil.org

Internship/Co-op

Agency: Department of Health and Human Services

Location: California, Colorado, Georgia, Illinois, Massachusetts, Missouri, New York, Washington, Washington, D.C.

Major/Field of Interest: Medical and Public Health, Program Management, Social Work

Description: Thank you for your interest in the Administration on Aging Volunteer Internship Program. The internships give students the chance to gain valuable professional federal

experience with one of the most comprehensive aging services and research programs in the federal government.

These unpaid internships are primarily located at our headquarters office in Washington, DC but also have potential placements available in our nine regional offices which include Seattle, WA, San Francisco, CA, Denver, CO, Dallas, TX, Chicago, IL, Kansas City, MO, Atlanta, GA, New York City, NY, and Boston, MA. The internship positions are available throughout the academic year including the summer months.

Compensation: Unpaid
Hours per Week: Full Time, Part Time
Duration: Not listed
Program Availability: Semester, Summer

Eligibility:

- * Must be a United States Citizen
- * Open to Freshmen, Sophomores, Juniors, Seniors, Recent Graduates, Graduate Students

Web site:
http://www.aoa.gov/about/jobs/jobs_internship.asp

Contact:
Administration on Aging
U.S. Department of Health and Human Services
Washington, DC 20201
Room:4708
ATTN: Donna Blake
donna.blake@aoa.hhs.gov

Donna Blake
U.S. Dept. of Health & Human Services
Washington DC 20201
202-401-4634
202-357-3555
donna.blake@aoa.hhs.gov
www.aoa.gov

Internship/Co-op
Agency: Department of Transportation

Location: Alabama, California, Connecticut, Florida, Georgia, Illinois, Kansas, Louisiana, Maine, Michigan, Maryland, Minnesota, Missouri, Nebraska, New Hampshire, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Virginia, Washington, Washington, D.C., Wisconsin.

Major/Field of Interest: Accounting and Budget, Art and Design, Business , Communications, Community Planning, Computer Science, Economics, Education, Engineering and Architecture, Environmental Science, Information and Arts, Information Technology, Legal, Mathematics and Statistics, Physical Sciences, Program Management, Security and Protection, Social Sciences, Transportation.

Description: The U.S. Department of Transportation's (DOT)'s Federal Highway Administration (FHWA) is accepting applications for the 2008 STIPDG. Funded by the FHWA's Office of Civil Rights' On-the-Job Training Supportive Services Program, the objective of the STIPDG is to provide college/university students with hands-on experience and on-the- job training, working on current transportation-related topics and issues. The STIPDG is open to all qualified applicants

but is designed to provide qualified women, persons with disabilities, and members of diverse groups with summer opportunities in transportation where these groups have been under represented.

Compensation: Stipend

Hours per Week: Full Time

Duration: 10 weeks

Program Availability: Summer

Typical Application Deadline: February

Eligibility:

- * Must be a United States Citizen
- * Open to Juniors
- * Law students entering their second and third years may also apply.

Web site:

<http://www.fhwa.dot.gov/education/stipdg.htm>

Internship Period: June 7 - August 13, 2010

Application Deadline: Selections will be made as applications are received, so please apply early! We will continue to accept applications submitted by February 5, 2010.

Contact:

C/O STIPDG Intern Program
P.O. Box 23288
Washington, D.C. 20026-3288

Internship Period: June 7 - August 13, 2010

Application Deadline: Selections will be made as applications are received, so please apply early!

Lafayette Melton
P.O. Box 23288
Washington DC 0
202-366-2907
2010stipd@dot.gov
www.fhwa.dot.gov

Internship/Co-op

Agency: Securities and Exchange Commission

Location: California, Colorado, Florida, Georgia, Illinois, Massachusetts, New York, Pennsylvania, Texas, Utah, Washington, D.C. Students could also work in one of SEC's 11 regional offices.

Major/Field of Interest: Accounting and Budget, Business , Economics, Information Technology, Legal

Description: The Securities and Exchange Commission's Summer Honors College Program introduces undergraduate students pursuing degrees in such areas as accounting, economics, finance, human resource management and information technology, among others, to the regulation of the securities markets and the work of the Commission. Students have the

opportunity to work for ten weeks during the summer at the Commission's Washington, DC headquarters or in one of its 11 regional and district offices nationwide.

Compensation:

Hours per Week: Full Time

Duration: 10 weeks

Program Availability: Semester, Summer
90 awards are made each summer

Eligibility:

- * Must be a United States Citizen or Permanent Resident Alien
- * Must be in high school or above

Web site:

http://www.sec.gov/jobs/jobs_students.shtml

Dead line for application is March 15, 2010.

Application instructions are located at Web site:

http://www.sec.gov/jobs/jobs_students.shtml

Maya Samms
100 F Street NE, MS 3030
Washington DC 20549
202-551-4118
478-757-3144
recruit@sec.gov
www.sec.gov

Community Service, Internship/Co-op, Seasonal

We are looking for an intern who can design and lay out a virtual ad journal/book. Content (ads) for the project will become available over the course of several months with the final document due in early May. The project will be approximately 40 hours in total, between Feb-May. The final piece will be a pdf document, approximately 50-100 pages, that will be distributed via email and web link to the schools' donors, families, and friends. A sample document from another school can be viewed after a resume is received. Please email a resume, cover letter, and 1-3 design samples that represent skills with multi-page documents to mshelasky@lgaschechter.org.

Application deadline is Jan. 25, 2010 or until position is filled

Marla Shelasky
257 Prospect St.
Northampton MA 1060
413-584-6622
413-586-7550
mshelasky@lgaschechter.org
www.lgaschechter.org

Internship/Co-op – Physical Therapy Partners

Physical Therapy Partners in Westfield, MA and South Hadley, MA are seeking an intern to update their website and other communication arenas. A stipend is being offered.

Contact Eric Brown at 413-568-1388 for more information. Eric Brown

65 Springfield Rd (Rte 20)

Westfield MA 1085

Eric.brown@comcast.net

Full-time, Internship/Co-op, Part-time

Job Description: Unpaid Winter/Spring Marketing Intern either Part-time or Full-time.

Location: Canton, MA 02021

Company: MatchingDonors.com

Reply by e-mail only at CEO@MatchingDonors.com

MatchingDonors.com has the Internship you have been looking for. MatchingDonors.com is the world's most successful company finding living altruistic organ donors for people needing transplants.

* You will be working closely with the CEO of MatchingDonors.com, Hollywood Producers and television and sports stars, politicians and seasoned program marketing managers to help develop our marketing/advertising and help evolve campaigns from scratch. Including our National Advertising Campaign, National Public Relations Campaign, and our Direct Mailing and E-mailing of Educational Materials campaign.

* Assist managers, producers and directors with maintenance of advertising and marketing projects including movies, documentaries and the television series being done about MatchingDonors.com.

* Small projects will also be provided for the intern to manage- experience in Photoshop or similar program is a plus.

* Research on industry, competitive, target and special projects.

* Pull and read articles for potential quotes and news videos that can be used in advertising.

* Produce and distribute our Press Releases.

* Create ideas to drive more traffic to the MatchingDonors.com site and to build awareness.

* Shadow department members as much as possible to gain knowledge of the job.

Reply by e-mail only at:

CEO@MatchingDonors.com

Paul Dooley

766 Turnpike Street

Canton MA 2021

781-821-2204

ceo@matchingdonors.com

www.matchingdonors.com

Internship/Co-op - DiBattisto Associates, LLC

DiBattisto Associates, LLC, a well-established, highly respected design and engineering firm based in Northern Connecticut, is currently accepting applications for a Marketing Intern for the Winter 2010 Semester to assist the members of the firm in the ongoing implementation of its Executive Marketing Plan. The company, established over a decade ago, is extremely successful in obtaining nearly every project for which it competes and has an excellent track record of repeat business.

At this time, DiBattisto Associates seeks to widen its scope of business clients using various marketing techniques. This exciting opportunity will allow the Winter semester intern to gain a broad understanding of marketing as a whole, particularly within the fast growing segment of service marketing.

This individual will experience the unique opportunity of working directly with the company president, will have direct access to the marketing plan and will play a key role in executing a broad range of marketing tactics, including web-based marketing, direct mail, marketing research and client contact. The position includes:

- Designated office area with individual computer and printer access
- Direct contact with company president and key engineers
- Direct contact with outside marketing firm overseeing efforts
- Flexible hours

Internship Responsibilities

Various duties the Marketing Intern may be responsible for include:

Assisting in the development, editing and overseeing printing of company fact sheets and mailers
Reviewing client database and outlining a reasonable, feasible schedule for mailings to existing, new and potential clients

Executing client mailings designed to increase company name recognition

Compiling sales data into usable marketing format

Determining most worthwhile daily marketing techniques for use in service marketing

Monitoring trade association memberships for worthwhile business opportunities

Attending local home building shows to monitor competition and generate potential sales leads

Engaging in market research to identify potential business opportunities

Assisting with management of the company website, including periodic updates

Participate in departmental meetings, client meetings and marketing meetings

Email your resume to r_brodeur@yahoo.com Rose Brodeur

29 Hartford Avenue

Granby CT 6035

860-502-7702

r_brodeur@yahoo.com

www.Dibattisto.com4494