

The Enterprise Resource Center exists to match students with area businesses for internships, practica, special projects and job shadows.

*The ERC also provides assistance with*

- ❖ *Resumes*
- ❖ *Cover Letters*
- ❖ *Mock Interviews*

**Not sure what you want to major in?**

Call Martha Smith in the Career Development Office at x 4040

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# *experiential* **LEARNING OPPORTUNITIES**

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**Looking for an internship? Check out these possibilities! If you find one of interest, contact us and be prepared to send us a copy of your resume.**

**If you have a specific organization or type of organization in mind that is not listed, contact us and we'll be happy to help you connect with them.**

## **Parkview Huntington YMCA— Huntington, IN**

### **Marketing Assistant**

Unpaid, starts immediately

The Y is looking for an intern who can help develop and implement a marketing plan for their membership and programs. This would include working on the website, conducting member surveys and developing marketing pieces.

## **STAR 88.3—Fort Wayne, IN**

### **Accounting Assistant**

Unpaid, starts immediately

Duties include data entry, accounts payable, accounts receivable, filing, calculation of payroll hours, and additional projects as assigned. Students should know Microsoft Excel and Word.

## **Business People Magazine—Fort Wayne, IN**

### **Editorial Intern**

Unpaid, starts immediately

Working directly with Editor to put together columns, writing, editing, fact checking of information, information retrieving, and going to at least one photo shoot for a spread.

## **WA Zimmer and The Party Shop— Huntington, IN**

### **Marketing Intern**

Paid, starts immediately

Intern will create advertising, news releases, promotions, grass roots marketing, research, mailing projects in a variety of media including TV, web, newspaper and in-person. Looking for a creative intern!

## **Huntington County Council on Ag- ing—Huntington, IN**

### **Marketing/Business Intern**

Unpaid, starts immediately

Intern can work on a variety of projects that are best suited to the students' individual skill set. Student will learn the "Giftworks" donor program to track and analyze donations. Student will assist in the management of the Fall Donor Drive. Student can also take a lead role in the management and facilitation of the Senior Expo (held in May).

## **Pathfinder Services—Huntington, IN**

### **Marketing Project Assistant**

Unpaid, starts immediately

Intern will conduct market research, assist with the development of marketing plans for new ventures as well as track sales & marketing efforts to demonstrate ROI on marketing practices.

## **Pathfinder Services—Huntington, IN**

### **Social Media Technical Assistant**

Paid, starts immediately

Intern will assist the Director of Business Development in developing and utilizing social media, such as Facebook, Linked In & Twitter.

## **Pathfinder Services—Family Self- Sufficiency, Huntington, IN**

### **Income Tax Preparers**

Unpaid, training in late Fall. Internship is from Feb 1—April 15, 2010

Students will prepare income taxes for low income individuals and families. Student will gain IRS at no cost. Students will work 1-2 evenings per week.

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## **Wabash Friends Church—Wabash, IN**

### **Youth Minister Intern**

Unpaid, starts immediately

Intern will attend and help prepare for Sunday morning worship and evening youth meetings, lead a small group, and make at least 2 contacts a week with youth outside of the church setting. Intern must be able to develop strong relationships and have a heart to minister to various kinds of youth.

## **United Way of Whitley County—Columbia City, IN**

### **Marketing Intern**

Unpaid, starts immediately

Intern will update web pages, assist in designing marketing materials and will complete other projects as requested. Student should have internet knowledge as well as good communication skills. Knowledge of Microsoft Office Suite a must.

## **Silver Light Entertainment—Fort Wayne, IN**

### **Production Assistants**

Unpaid, starts immediately

"Make my Date" Reality TV series

PA will complete various production tasks, including boom, gaffer, lights, set-up and tear-down, during the filming of the TV commercials, demonstration videos and the reality TV series. 12 week commitment.

## **Silver Light Entertainment—Fort Wayne, IN**

### **Videographer**

Unpaid, starts immediately

"Make my Date" Reality TV series

Intern will shoot onsite TV commercials and demonstration videos and assisting with the TV series.

Candidate should be able to use a camera and capture footage from the director or storyboard.

## **Silver Light Entertainment—Fort Wayne, IN**

### **Editor**

Unpaid, starts immediately

"Make my Date" Reality TV series

Intern will convert raw footage to a finished television commercial or demonstration video as directed.

Candidate should have knowledge of Final Cut Pro or similar software. 12 week commitment and flexible hours. Knowledge of Photoshop and ability to create special effects a plus.

## **Silver Light Entertainment—Fort Wayne, IN**

### **Social Media**

Unpaid, starts immediately

"Make my Date" Reality TV series

Intern will have the opportunity to develop Blogspots, Facebook, MySpace and Twitter accounts and update them regularly with blog postings, tweets, pictures and commentary based around and about the TV series. Hours are flexible.

## **Travis Breeding Documentary—Huntington, IN**

### **Videographer**

Looking for student(s) to create a documentary based upon his book and his life with Asperger Syndrome (a form of Autism). Travis is a 24 year old who, 2 years ago, found out he had this syndrome.

## **First Presbyterian Church—Fort Wayne, IN**

### **Youth Ministry Intern**

Unpaid, mileage reimbursement, starts immediately

Assist in every aspect of youth ministry from planning and implementing to encouraging attendance. Experience in church and youth programs with energy, intelligence, imagination and love.

## **Purposeful Africa—Ministry**

<http://www.purposefulafrica.org/>

### **Variety of Pre-trip internships**

Any talents and skills could be used. Please review the current service opportunities listed on the website and prayerfully consider how you can be involved in furthering God's plan for Purposeful Africa. You may also want to fill out the sign-up form so they can match your skills and interests with future needs.

## **Purposeful Africa—Ministry**

<http://www.purposefulafrica.org/>

### **Variety of Ship-board internships**

Are you attending college with a focus on broadcasting, medicine, communications, evangelism, missions, international development, or another related field? If so, prayerfully consider serving on board the Purposeful Africa ship on a segment of its voyage. You would be required to pay full fare (we would be happy to discuss fund raising ideas and other financial alternatives with you).