

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.

NEOTI BROADCAST NETWORK

Bluffton, IN

Graphic Design & Web Intern, Summer

Neoti is looking for an intern with an energetic spirit, creative mind and great enthusiasm to assist in the development of several internal website projects. The position requires a basic proficiency in CSS, HTML and understanding of web standards. A developed understanding of the Adobe Creative Suite is required and preference will be given to applicants with a knowledge of PHP, Action Script, Java Script and Flash animation.

IT Intern, Summer

Intern will prep and setup computer systems for venue installs, trade shows and demos. Responsibilities also include helping to solve technical issues in house and at remote locations and document and organize equipment and software. Applicants must be proficient in PC skills including Microsoft XP, Microsoft Vista, Microsoft Office/OpenOffice, have experience with troubleshooting PC software, hardware and installing/replacing hardware, have knowledge of computer networks and be able to lift 50 lbs. easily.

Sales and Marketing Intern, Summer

Looking to gain experience in the fast-paced life of sales and marketing? Neoti is looking for interns with strong communication skills to generate leads, go on sales calls and perform cold calls. Intern will earn 25% commission on any sale made during his/her internship.

Vineyard Community Church, Greenwood, IN

Summer Community Service Intern, Paid
Vineyard is seeking an intern to plan, organize and coordinate the outreach activities of the church. Specific tasks include: identify critical issues in the community; communicate with community agencies and churches; prepare and maintain records and reports such as volunteer records, budgets and monthly reports; direct activities of staff and volunteers; recruit, interview and train volunteers; represent organization in relations with businesses, service groups, governmental agencies and churches. Intern to work 40 hours/week and receive a \$500 monthly stipend.

Faith Chapel United Methodist Church, Huntington, IN

Youth Ministry Coordinator, Paid
Faith Chapel is looking for a Youth Ministry Coordinator (YMC) who is at least 21 years old. Responsibilities would include planning, coordinating and overseeing ministry to/with those of middle school & high school age in order to help them grow into fully devoted followers of Jesus Christ. The deadline to apply is April 20.

Life Church, Huntington, IN

Media Tech, Unpaid

Life Church is looking for a student to help running the soundboard, slides/videos and lighting for their Sunday morning services. Intern will receive professional training.

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NeighborLink, Fort Wayne, IN

Second in Charge

NeighborLink is a grassroots/organic not-for-profit that exists to invite Fort Wayne residents and organizations to seek free assistance from their neighbors and invites Fort Wayne residents to join volunteer project teams to provide free assistance. It's mission is to provide practical, neighbor-to-neighbor expressions of God's love. The executive director is seeking an intern to help in the planning, organizing and implementing of this program so projects and responsibilities will vary based on community needs and the skills of the intern. To learn more visit www.nlfw.org.

Fort Wayne Children's Zoo

Summer Internships, Unpaid

The Fort Wayne Children's Zoo offers a variety of exciting opportunities for interns to plug into. Departments offering internships include: education, recreation, zoo keeping, veterinary medicine, veterinary technician, public relations/marketing. For more specifics on job descriptions and qualifications, check out their website at <http://www.kidszoo.org/> and click on the student resources link.

STUMPS/SHINDIGZ.COM

South Whitley, IN

Illustrator, Paid

Intern to create and design artwork for a variety of products and assist with catalog and web production

Web Design & Branding Specialist, Unpaid

Intern responsible for achieving growth targets through eCommerce sales channels including web sites, emails and strategic electronic partnerships

Natural Search Writer—Optimizer, Unpaid

Intern responsible for achieving natural search growth targets through e Commerce sales channels for an enterprise of web brands.

FORT WAYNE/ALLEN COUNTY

CONVENTION & VISITORS BUREAU

Fort Wayne, IN

Fall Semester Event Planning Intern, Paid

Intern to assist in planning, producing and promoting the Holiday Houses for Habitat event to attract people to downtown Fort Wayne between Thanksgiving and Christmas. The event is to build the largest public display miniature holiday houses in IN and raise funds for Habitat for Humanity to build a real house for a needy family. This internship will provide a great opportunity for a person interested in hands-on, real-life experiences in event planning, fund raising and community development. Applicants must be at least a junior and be willing to work 20-25 hours/week. Intern will receive a \$875 stipend at end of successful internship.

Summer Marketing and Communications Intern, Paid

This position will assist the Marketing & Communications department with social media, digital communications, photography, marketing research, newsletters, and web advertising projects. Bureau looking for an upperclassman who would be willing to work 20 – 25 hours per week for 12 weeks, beginning May 18 and ending August 7. Intern will receive a \$750 stipend at end of successful internship. Deadline to apply is April 17.

Summer Tourism Intern, Paid

This position is designed to assist the Administration Department in compiling a thorough Visitor Venue Inventory. This position will also provide administrative support to other departments as needed. Specific duties include: designing, compiling, and maintaining a visitor venue inventory listing, touring Fort Wayne / Allen County to determine inventory categories, and writing up description of findings and assisting in reviewing and cataloging photography inventory. Bureau is looking for an upperclassman who is willing to work 25 - 30 hours per week for 12 weeks, beginning May 18 and ending August 7. Intern will receive a \$750 stipend at end of successful internship.