

Crawford County School-to-Work 2007 Summer Internship Opportunities Listing

Business/ Agency Name	Internship Position Title	Department Location	# of Weeks/ Hours	Duties	Paid or Unpaid	Skills Required	Other Requirements
ChipBLASTER, Inc.	Office Clerk	Front Office, Meadville	4	Filing, Typing, Labeling, data entry	Unpaid	None	Dress Code
Chovy's Italian Casual	Bus Intern	Dining Room	8 weeks/ 15-20 hours per week	Clean and reset tables, sweep floors, clean	Paid	None	Reliable transportation Internship provides opportunity for permanent part- time employment
Chovy's Italian Casual	Salad Prep	Kitchen	8 weeks/1 5 – 20 hours per week	Prep salad items, make salads, clean	Paid	None	Reliable transportation Internship provides opportunity for permanent part- time employment
Cochranton Veterinary Hospital	Veterinary Assistant Intern 1	Various, Cochranton Office	3 or 6	Animal care and assisting Veterinarian	Unpaid	Be able to interact with clients professionally	Discussed once application is received
Cochranton Veterinary Hospital	Veterinary Assistant Intern 2	Various, Cochranton Office	3 or 6	Animal care and assisting Veterinarian	Unpaid	Be able to interact with clients professionally	Discussed once application is received
Crawford County Historical Society	Genealogical Research Intern	Research Dept.	8 weeks	Research	Upaid	Neat Handwriting, follow directions, quick learner, detail oriented, friendly, neat appearance, polite	

Crawford County Historical Society	Student Intern	Baldwin Reynolds House	10 weeks	Give tours of museum and Dr.'s Office	Unpaid	Interest in history, speaks clearly, neat and friendly, dresses appropriately, dependable and on time.	
Crawford County LEAP, Inc.	Program Volunteer	Meadville Office	3-6 weeks for 8 – 12 hours a week	Assist staff with basic skills in learning centers for adults with cognitive challenges	Unpaid	Be able to read, write, basic math, computer skills, follow directions and be able to communicate with clients.	
Crawford County LEAP, Inc.	Program Aide	Meadville Office	3-6 weeks for 8 -12 hours a week	Assist staff with basic skills in learning centers for adults with cognitive challenges	Paid	Be able to read, write, basic math, computer skills, follow directions and be able to communicate with clients.	Interview and Act 33 and Act 34 Clearances
DCNR, PA Bureau of Forestry	Forestry Intern	Meadville Office	3-6 weeks	Marking timber, assisting forester, taking analysis plots	Unpaid	Computer skills	Interview required
Dept. of Environmental Protection	File Room Aide	Records Center, Meadville	6 weeks	Filing, cataloging, alphabetizing and labeling	Unpaid	Accuracy, organization skills, efficiency and some basic computer skills	

Dept. of Environmental Protection	Program Assistant	Air Quality Program, Meadville	8 weeks	Updating of current program files and reorganizing into a new system	Unpaid	Initiative, accuracy, responsible, efficient thorough and basic computer skills	
Dept. of Environmental Protection	Environmental Education Assistant	Directors Office, Meadville	All summer if possible	Prepare materials for outreach, education and events, assist with displays, photos and clean-up events	Unpaid	Computer skills and experience with PhotoShop program and web design. Looking for a creative, reliable, motivated and dependable individual.	
Erie Zoological Society	Animal Care Attendant	Animal Care Dept.	Minimum 6 weeks	Cleaning & feeding of small domestic animals, public speaking, lifting, behavioral observations, record keeping and interaction with visitors	Unpaid	Good communication skills, public speaking skills and the ability to lift 40-50 lbs	Interview References Current tetanus shots
Erie Zoological Society	Horticulture Assistant	Horticulture Dept.	Minimum 6 weeks	Plant care, grounds keeping, landscaping	Unpaid	Good communication skills, able to lift 40-50 lbs	Interview, references, current tetanus shot

Erie Zoological Society	Education Assistant	Education Department	2 weeks minimum	Assist with planning, preparing and implementation of educational programs	Unpaid	Good communication skills, able to work with children, able to lift 20-50 lbs.	Interview, references, current tetanus shot
Erie Zoological Society	Maintenance Assistant	Maintenance Department	6 weeks minimum	Assist with grounds keeping, repairs, landscaping, cleaning and building projects	Unpaid	Good communication skills, tool use, lifting 50+ lbs, mechanical skills a plus	Interview, references, current tetanus shot
Forever Broadcasting of PA, Inc.	Administrative Assistant	Main Office, Downtown Mall, Meadville	3-6 weeks	Filing, answering phones and regular office duties	Unpaid	Microsoft office and phone skills	
Forever Broadcasting of PA, Inc.	Sales Intern	Main Office, Downtown Mall, Meadville	3-6 weeks	Assisting sales with promotions and events	Unpaid	Interpersonal communication skills and creativity	
Forever Broadcasting of PA, Inc.	Programming Intern 1	Main Office, Downtown Mall, Meadville	3-6 weeks	Preparing for live broadcasts, helping disc jockeys	Unpaid	Ambitious, enthusiastic	
Forever Broadcasting of PA, Inc.	Programming Intern 2	Main Office, Meadville Mall, Meadville	3-6 weeks	Preparing for live broadcasts, helping disc jockeys	Unpaid	Ambitious, enthusiastic	

Interiors of Erie, Inc.	Receptionist Intern	Front Desk, Erie Office	3 weeks	Receive incoming calls, scheduling of appointments, taking messages	Unpaid	Excellent phone skills, organizational skills, friendly voice	
Interiors of Erie, Inc.	Interior Designers Assistant Intern	Erie Office	3 weeks	Organizing samples, pricing samples and catalogs, receiving shipments, checking on orders and dropping off orders	Unpaid	Organizational skills and basic math skills	Valid drivers license
Meadville Medical Center	Teen Volunteer Program	Volunteer Services Department	Open	Varies per department	Unpaid	Varies per department	Note on application which medical department volunteer is interested in working.
Northwestern REC	Secretarial/Clerical Assistant	Administrative Main Office, Cambridge Springs	10 weeks	Basic clericals, secretarial, receptionist duties	Unpaid	Knowledge of Microsoft Office software, communication skills and self-motivated	
Northwestern REC	Field Service Assistant	Engineering/Field Service Department	10 weeks	Help to stake lines in the field	Unpaid	Computer experience in drafting/drawing , have good communication skills, desire to work outside and be self-motivated	

NuTec Tooling Systems, Inc.	Tool Room Support	Tool Shop, Meadville	2-4 weeks or longer depending on workload	Assist toolmakers with material prep and basic machining tasks and other support	TBD	Basic machining principals and familiarity with measuring instruments	Must be age 16 or older
NuTec Tooling Systems, Inc.	Drafting/Engineering Support	Engineering Dept., Tool Shop, Meadville	2-4 weeks or longer depending on workload	Assist mechanical designers with creating/finishing/revising drawings and B.O.M.	TBD	CAD skills, basic understanding of tolerances and dimensions	Must be age 16 or older
Richard Pitts Agency	Office Clerk Intern	Main Office, Meadville	3-6 weeks	Filing, typing and answering phones	Unpaid	General office skills and good telephone manner	
The DJB Group Inc.	Administrative Aide Intern	Meadville Office	TBD	Computer data entry, creating spread sheets and other secretarial duties	Unpaid	Computer experience, basic filing skills, interpersonal communication skills and willingness to learn	
Titusville Area Hospital	Administrative Assistant	Community Education Dept., Titusville	4 weeks	Help to coordinate and attend community activities as a hospital representative	Unpaid	Computer skills, typing, guest relations, communication skills and interact with public	

WJET & WFXP – TV	Commercial Production Intern	8455 Peach St., Erie	3-6 weeks	Various	Unpaid	Willingness to learn, enthusiastic and dedication	
WJET & WFXP – TV	News Intern	8455 Peach St., Erie	3-6 weeks	Various	Unpaid	Willingness to learn, enthusiastic and dedication	
WQLN Educational Services	Education Dept. Intern	Erie	10 weeks	Filing, copying, errands, mailings and various other duties	Unpaid	Professionalism , organizational skills, computer skills, personable and reliable.	Resume and interview are required.