

## **BUSINESS (GENERAL) INTERNSHIPS**

For more information on any of the internships on this page, see Gene Durkee, Director, Pathways – Career and Life Planning, [edurkee@nec.edu](mailto:edurkee@nec.edu), 603 428 2358.

### **ALPHA LOFT, STARTUP BUSINESS INTERN**

Manchester, NH

Kristin Lane

Alpha Loft

33 S. Commercial St., Manchester, NH 03101

Kristin@alphaloft.org

T. 603-629-9511

[www.alphaloft.org](http://www.alphaloft.org)

During the 10 to 15-week period, interns work under dual supervision of the abi internship supervisor and startup business executive to carry out a variety of projects. Projects assigned to interns differ from semester-to-semester depending on the needs of abi resident businesses and the interests and skills of the intern. Projects cover a broad spectrum of business related fields, including: Business Research, Marketing, Finance/Accounting, Communications, Graphic Design/Web Development, Programming/Engineering.

### **A.E. SCHWARTZ & ASSOCIATES**

#### **BUSINESS TECHNOLOGY / IT / PROGRAMMER INTERNSHIP**

Waverly, MA

Andrew E. Schwartz, CEO

A.E. Schwartz & Associates

P.O. Box 79228, Waverley, MA 02479

[interns@aeschwartz.com](mailto:interns@aeschwartz.com)

617.926.9111

Working with ASP and cutting edge technology on HereIsMyCoupon.com ~ Re-develop and expand our commercial web site Internships4You.com utilizing PHP, CGI and other technologies. ~ Develop new website functions, front end design and back end administration, features, and automation ~ Create solutions and generate information for intranet, partners, and end-users ~ Maintain and develop on our Apache server through new software, security and related ~ Work with marketing and e-commerce strategies.

### **AIGNER/PRENSKY MARKETING, PUBLIC RELATIONS AND SOCIAL MEDIA INTERN**

Allston, MA

Jen Garfinkel

Aigner/Prensky Marketing Group

214 Lincoln St. Suite 300, Allston, MA 02134

617.254.9500

617.254.3700 (fax)

[JenGarfinkel@aignerprensky.com](mailto:JenGarfinkel@aignerprensky.com)

Work with social media platforms like Facebook, Twitter, Tumblr and Pinterest. Build media lists and conduct vital background research and create your own media relations. Write press releases, pitches, blog posts other media materials. Learn to plan and execute events. Learn about and help develop media partnerships and added value. Participate in client meetings and share your ideas.

### **ALL ELEMENTS HEALING REVOLUTION**

#### **RETAIL MANAGEMENT/HOLISTIC HEALTH INTERNSHIP**

Concord, NH

Jessica Gorhan

All Elements Healing Revolution

51. S. Main St., Concord, NH 03301  
603-225-5554  
aehealing@yahoo.com

Help with the day to day business tasks; help with filing, appointment scheduling, answering phones; help with marketing, social media marketing; some "grunt work": light office cleaning and organizing; help with promotions; greeting and assisting clients with intake paperwork; occasionally helping in the smoothie bar.

### **ASCENTRIA CARE ALLIANCE, BUSINESS INTERNSHIP**

Concord, NH  
Courtney Perron, Community Outreach Coordinator  
Ascentria Care Alliance  
261 Sheep Davis Road Suite A-1, Concord NH 03301  
603 410 3115

Teach new refugees the art of resume writing; help new refugees apply for jobs and prepare for interviews; teach basic budgeting and financial literacy skills, including how to open and use bank accounts.

### **BAREFOOT TECHNOLOGIES CORP., INTERNET MARKETING INTERNSHIP**

Henniker, NH  
Ed Ulmer  
Liberty Hill Rd., Henniker  
508-454-8528 (cell)  
603-428-6255 (office)  
Ed.ulmer@barefoot.com

Write press releases with my assistance on our product and our clients; find places to submit the press releases and build up that database; manage our twitter account; manage and manipulate our facebook pages; look for other social media opportunities; work with us on our newsletter; possibly assist in generating camtasia training documents; possible coding and web site design; manage our webinar accounts.

### **BEAUCHESNE & ASSOCIATES, LLC, MARKETING INTERNSHIP**

Epsom, NH (and remotely)  
Kelly Xintaras-Beauchesne, Owner  
Beauchesne & Associates, LLC  
1913 Dover Rd., PO Box 750, Epsom, NH 03234  
Phone: (603) 513-1524  
[kelly@beauchesneandassociates.com](mailto:kelly@beauchesneandassociates.com)

As a Marketing Intern, you will participate in the design and implementation of the company website, social media, direct mail, and marketing materials. As an Intern, you will: optimize existing website to initiate lead activity; manage all social media platforms for the business; create and evaluate social media strategies; develop new methods to engage consumers on social platforms; grow the company's social media reach; develop and implement keyword strategies to increase ranking and traffic; evaluate and alter strategies based on a comprehensive understanding of analytics; research and analyze local competitive market; practice honest and creative SEO tactics; create effective materials for direct mail purposes; develop marketing materials for initial sales meetings.

### **BELL SOCIALIZATION SERVICES, HUMAN RESOURCES CIRCUIT INTERNSHIP**

York, PA  
Britta S. Schwab  
717-848-5767 x514  
160 S. George St., York, PA 17401

bschwab@bellsocialization.com

The intern will rotate through the different areas of the human resources departments including recruiting, training, benefits, compensation, and wellness gaining experience in each area. The intern will have an opportunity to witness how each of these areas impacts the whole of the institution. The intern will be responsible for completing projects as agreed with the director. The intern will be responsible for filing, coordinating insurance folders, processing new hires, and acting as backup for the employee who is training.

**BACK IN THE SADDLE EQUINE THERAPY CENTER, BUSINESS INTERNSHIP**

Contoocook, NH

Back in the Saddle Equine Therapy Center

Pauline Meridien

(603) 746-4374

bitsetc2003@aol.com

We need a person with computer skills to help with the web site, data-entry and other office help within the program. We also could use help with a marketing campaign, or even with an entrepreneurial venture such as planning, organizing, developing and running an effort to sell BITS greeting or Christmas cards.

**BOC NETWORK/BOC CAPITAL  
BUSINESS OUTREACH CENTER (BOC) POLICY INTERN**

Fort Greene, Brooklyn, NY

Central Office

85 South Oxford Street, 2nd Fl.

Brooklyn, NY 11217

tel.: 718 624-9115

fax: 718 246-1881

info@bocnet.org

BOC Network and BOC Capital are affiliated non-profits that support underserved, minority, and immigrant entrepreneurs throughout New York City, Newark, NJ and Westchester, NY via business counseling, training, and financing services. BOC Network's mission is to improve the economic prospects of traditionally underserved groups, with a focus on low and moderate - income entrepreneurs and their communities, thereby creating brighter futures. BOC Capital's mission is to provide affordable financing options to community-based, minority, and women-owned high-growth, small businesses.

**BREAKWIND FARM, MARKETING INTERNSHIP, CONTOOCCOOK, NH**

Laurie Conn, representative for Breakwind Farm

603-557-3694

Rockyshore7@gmail.com

<http://www.breakwindfarm.com/>

Assist in designing and implementing a formal business plan; assist in marketing/advertising seasonal products as well as the anchor products -- four varieties of Organic Baked Beans. Assist in the preparation (in a commercial kitchen), creative presentation and to prepare the four varieties of baked beans, getting them ready for market.

**BUSINESS OUTREACH CENTER NETWORK, INC., POLICY INTERN**

Central Office

85 South Oxford Street, 2nd Fl.

Brooklyn, NY 11217

tel.: 718 624-9115

fax: 718 246-1881

[info@bocnet.org](mailto:info@bocnet.org)

Conduct research (primary and secondary) into policies and initiatives related to small business, microenterprise and industrial development, and prepare policy papers with thoughtful recommendations. Evaluate efficacy and results of current local economic development policies and prepare papers on the findings. Recommend and/or spearhead advocacy activities relevant to BOC and its work. Write policy outlines and testimony. Draft letters to elected officials.

### **CAMP KAMAJI, ADMINISTRATIVE ASSISTANT INTERNSHIP**

Cass Lake, MN

Contact: Kathy Jay

32054 Wolf Lake Road, Cass Lake, Minnesota 56633

Phone: 218.335.6612

Fax: 218.987.2122

E-Mail: kathy@kamaji.com

Assist with camp's behind-the-scenes operations: set-up office at the beginning of season; process staff salary advances with approval of Office Manager/Camp Director; maintain petty cash system; assist with sales and inventory of camp store; make bank deposits and handle receipts; create and maintain "town list" for the purchasing of supplies as needed from local merchants; run errands or drive campers into town; create and maintain files; type camp correspondence as requested; sort mail and packages, distribute to campers and staff; check incoming supplies against orders and invoices; answer questions and more questions! Be friendly! Direct lost campers to their assigned activity/cabin. Sell camp store items and record purchases; assist in camp programming/scheduling; assist in helping out in Camp Health Center; assist in food purchasing, menu planning, food inventorying; depending on ability, confidence and personality.

### **C.H. ROBINSON WORLDWIDE TRANSPORTATION LOGISTICS INTERNSHIP PROGRAM**

CH Robinson internship application site is:

<http://www.chrobinson.com/careers/how-to-apply.asp>

From C.H. Robinson's perspective, internships offer an effective way for us to locate and train motivated students to fill immediate needs, as well as create a pipeline of talent for the future. Internships provide CHRW with the opportunity to assess each student's "fit" with our organization and receive a preview of the student's ability. The Transportation Logistics Internship will enable the student to go through various zones, rotating each zone on a timely basis at the manager's discretion, which will allow the student to learn the many different aspects of C.H. Robinson. This rotation will allow the student to gain exposure to the following: Sales and purchasing; Financial management and account receivables; Logistic management and transport economics from a 3rd -party prospective; Carrier management; Distribution patterns, Tracking and tracing; Logistic information systems. After each month the intern will rotate to a different zone. Each zone will allow them to learn a different piece of the business. Tasks and responsibilities for each zone will include:

### **CHARTWELLS FOOD SERVICES, MARKETING INTERNSHIP**

Henniker, NH

Kellianne Lavalley

98 Bridge St., Henniker, NH 03242

603-428-2244

klevalley@nec.edu

Assist with special events marketing; adding students to Facebook and following students on Twitter; putting pictures from events onto Facebook and Twitter; taking polls about what students would like to see for events at Gilmore Dining Hall; helping Pilgrim Pride Week with

Public Relations; soliciting student feedback on the entertainment in the dining hall; creating more events (recipe from home, name a dish after a student, etc.).

### **COMFORT INN, COMPUTER SYSTEMS INTERNSHIP**

Concord, NH

Comfort Inn

71 Hall Street, Concord, NH 03301

603.226.4100

Contact: Jessie Jenkins, General Manager

[jjenkins@waterfordhotelgroup.com](mailto:jjenkins@waterfordhotelgroup.com)

An intern in hotel computer systems would have the opportunity to train extensively on multiple hotel management systems to include Choice Advantage, Rates Center, Choice Central and Choice University. This would be a self-guided internship and could be completed remotely after a basic training at the hotel. This would be an ideal internship for Business Major with an interest in pursuing a career in the Hospitality Industry.

### **COMFORT INN, MANAGEMENT INTERNSHIP**

Concord, NH

Comfort Inn

71 Hall Street, Concord, NH 03301

603.226.4100

Contact: Jessie Jenkins, General Manager

[jjenkins@waterfordhotelgroup.com](mailto:jjenkins@waterfordhotelgroup.com)

An internship in management responsibilities is an opportunity to job-shadow day-to-day hotel administrative operations. Learning examples in the administrative area would include accounting procedures, hotel computer systems, departmental staff scheduling, corporate reporting, property safety/security procedures, administrative customer service responsibilities, HR tasks and quick problem resolution in a business atmosphere.

### **COMFORT INN, SOCIAL MEDIA INTERNSHIP**

Concord, NH

Comfort Inn

71 Hall Street, Concord, NH 03301

603.226.4100

Contact: Jessie Jenkins, General Manager

[jjenkins@waterfordhotelgroup.com](mailto:jjenkins@waterfordhotelgroup.com)

An intern in Social Media would be responsible for managing the hotel's Facebook account, as well as various other social media sites such as Trip Advisor, and Yelp. We would also task an intern in social media with reviewing and updating our hotel website, as well as third party websites with current information and photos.

### **CONTOOCOOK FARMERS' MARKET, MANAGEMENT INTERNSHIP**

Beth Bissonnette,

[bbissonn@live.com](mailto:bbissonn@live.com)

508-282-0094

Interns with the Contoocook Farmers' Market have the opportunity to work in one or more of the following areas. In 2012 – 2013, we first need help with creating a robust and energetic online and social marketing presence. Public Relations - includes communication and advertising; creation of social media forums: twitter, a robust web page, and other social media forums; possibly create youtube and other commercials for the market. Market Management -- partner with and assist the Market Manager; help with the oversight and running of the market; research and present small business technology for the utilization of credit and debit card use at the market; create/maintain an Access database of

vendors, schedules, fees, and contact information; help resolve problems and complaints with the vendors; help educate on agricultural policies and laws. And most importantly, contribute to the growth and expansion of the market.

**CROSS HILL COMMUNICATIONS, PRODUCTION INTERNSHIP**

John O'Connor, C.E.O Cross Hill Communications

joconnor@nec.edu

x2240 or (603) 340.0195

The student will: assist the host with booking guests for a show, Capital Connections; coordinate with CHC staff, guest, and site location (often Danforth Library) to schedule shows; research guest and present briefing and suggested topic areas; keep abreast of political activity in the state of New Hampshire and book guests associated with that activity; greet guests; assist in production/shoot, including setup and take down.

**CROSS HILL COMMUNICATIONS, LLC, WEBSITE & SOCIAL MEDIA INTERN**

John O'Connor, C.E.O Cross Hill Communications

joconnor@nec.edu

x2240 or (603) 340.0195

The student will assist the marketing director in updating web site for various stations. Student will coordinate with CHC staff (hosts and/or station managers) to ensure that intern is aware of current programming. Intern will update website to make sure that it is fresh and fits with the show content. Intern will update various social media sites and tweet information. This intern is not devoted to redevelopment of web sites but ongoing maintenance and relevance of web sites and social media. Student will work to increase traffic at sites.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
BUREAU OF ACTIVE AGENCY/INTERGENERATIONAL PROGRAMS  
SUMMER COLLEGE INTERN**

New York, NY

Theresa Knox

(212) 442-3115

(212) 442-1096

tknox@aging.nyc.gov

2 Lafayette Street - 7th Floor, New York, NY 10007

Assist with data collection and data entry; provide support to staff; assist with preparation of reports and analysis; assist with updating resource manuals and program literature; interface with the public as needed.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES: ASSET MANAGEMENT  
ADMINISTRATIVE INTERN**

New York, NY

Lenore O'Keefe

lokeefe@dcas.nyc.gov

1 Centre St., New York, New York 10007

The qualified candidate will work closely with the Chief Asset Management Officer and Deputy Chief Asses Management Officer to learn the business of managing real estate services as well as facilities management and construction of City-owned space. This will include interacting with client agencies on space needs, conducting site visits, writing reports, and interacting with Asset Management personnel on project schedules, staffing and emerging issues.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES: ASSET MANAGEMENT  
ENGINEERING INTERN**

New York, NY

Joseph Wagner

(212) 386-0481

[jwagner@dcas.nyc.gov](mailto:jwagner@dcas.nyc.gov)

1 Centre St., New York, New York 10007

The qualified candidate will work closely with the Chief Engineer on evaluation and inspection of properties, designing minor repairs, minor AutoCAD drafting and preparation of cost estimates.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
HUMAN CAPITAL/BUREAU OF CIVIL SERVICE ADMINISTRATION  
SUMMER COLLEGE INTERN**

New York, NY

Jerez Hue

(212) 669-2452

(212) 669-2453

[jhue@dcas.nyc.gov](mailto:jhue@dcas.nyc.gov)

1 Centre Street, New York, New York 10007

The Intern will monitor the types of calls referred to an operator by the Interactive Voice Response (IVR) System and the types of inquiries received in person at the Certification Unit reception window and via e-mail. The Intern will then categorize the data in order to identify methods to enhance the IVR system as well as computerized filing. The intern will monitor eCERTS, the electronic certification system which distributes certifications to City agencies digitally.

**DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES  
ADMINISTRATION/NEW MEDIA & MUNICIPAL RELATIONS  
NEW MEDIA AND MUNICIPAL RELATIONS INTERN**

New York, NY

Krishna Kirk

(212) 386-0214

(212) 313-3115

[kkirk@dcas.nyc.gov](mailto:kkirk@dcas.nyc.gov)

1 Centre St., 17th Fl. South, New York, New York 10007

The intern will work closely with the Director and will have responsibilities primarily monitoring the agency social media sites and researching new opportunities in the world of social media; assisting with content development and editing of the agency newsletter; development of content for the agency intranet and internet sites; management of the agency photo gallery; and assisting with maintenance of the Green Book Online and City Record.

**ECHO LAKE AQUARIUM, DEVELOPMENT ASSOCIATE**

Burlington, VT

Amanda Van Vranken,

Volunteer Coordinator

802.864.1848 ext. 116

[volunteer@echovermont.org](mailto:volunteer@echovermont.org)

ECHO's development internship offers a challenging and highly rewarding experience for anyone considering a career in non-profit fundraising or communications and beyond. Responsibilities may include: Assist with print and e-based annual fund appeals; support community outreach efforts including ECHO's Open Door community access program, in-

kind giving program and external communications such as e-mail updates and blog posts; manage membership data and documentation  
Support grant writing and administration efforts; support fundraising and cultivation events.

### **ECHO LAKE AQUARIUM, GUEST SERVICES & PRIVATE EVENTS**

Burlington, VT  
Amanda Van Vranken,  
Volunteer Coordinator  
802.864.1848 ext. 116  
volunteer@echovermont.org

Guest Service and Event Interns will assist at our front desk, in our gift shop and help with events at ECHO. Interns will get a complete understanding of our front of the house operations, guest services, groups and event management. Interns will be able to develop customer service skills, work with point of sale computer programs, assist with event marketing, sales, planning and execution. Assist ECHO's Event Coordinators with inquiries, tours, planning and actual event execution.

### **ECHO LAKE AQUARIUM, INFORMATION TECHNOLOGY**

Burlington, VT  
Amanda Van Vranken,  
Volunteer Coordinator  
802.864.1848 ext. 116  
volunteer@echovermont.org

Assist the IT Coordinator in providing support to Staff and Volunteers, maintaining servers, wired and wireless networking hardware, and digital PBX phone system. ECHO's IT infrastructure is a unique blend of a typical small corporate network, retail environment, and unique technology based exhibits. You'll work with IBM and Cisco equipment, VMWare ESXi virtualization, and a mix of Windows and GNU/Linux network operating systems. Projects may involve documenting existing infrastructure, researching, planning, and deploying new technologies, and auditing network policies. This is an exciting opportunity to gain practical experience in many diverse areas of Information Technology, with an institution making a significant difference in the quality of life in the Lake Champlain Basin and beyond.

### **ECHO LAKE AQUARIUM, MARKETING & SOCIAL MEDIA**

Burlington, VT  
Amanda Van Vranken,  
Volunteer Coordinator  
802.864.1848 ext. 116  
volunteer@echovermont.org

This Intern will assist in advancing ECHO through extensive marketing and public relations efforts. S/he will gain experience in: marketing research, coordination/facilitation of monthly e-newsletter, writing reports and press releases, list maintenance, orchestrating college campaign, representing ECHO at events, content sharing on Twitter, Facebook, Pinterest & Voices for the Lake. This internship will also require curation of ECHO's digital storytelling exhibit Voices for the Lake.

### **ELLIOT HANSEN ASSOCIATES, REALTOR INTERNSHIP**

Newbury, NH  
Megan Mills, REALTOR®  
megan.mills@comcast.net  
(603) 763-9999

Sales & Marketing Internship Students will work with the Marketing team, as well as Sales on promoting the Elliot Hansen Associates Real Estate Office. We need someone with a



positive attitude that is web savvy and can use the Internet to promote our business. Other tasks will include sales and marketing assistance, email and print marketing, and may also include general office tasks such as filing, shipping and receiving, etc.

**ENTERPRISE HOLDINGS/ENTERPRISE RENT-A-CAR  
MANAGEMENT TRAINING INTERNSHIP**

(various locations)

Kimberly Smith, Talent Acquisition Manager  
Enterprise Rent-A-Car  
6 East Perimeter Road, Londonderry, NH 03053  
603-656-5101  
Kimberly.M.Smith@ehi.com

As part of our Management Internship Program, you'll learn every day. You'll build skills in every area of business from managing profit and loss statements to working with customers. You'll learn how to network, manage time and make your Enterprise branch even more successful. Here's just a glimpse at what's ahead. Helping our customers – it's the cornerstone of Enterprise. As an Intern, you'll learn how to work with and influence all types of customers, vendors and co-workers. From proper sales techniques to problem solving, we'll prepare you for just about any career. Marketing - Getting the word out about Enterprise is a big part of what we do – and of what you'll learn. Our interns learn how we build marketing strategies that help us reach out to local businesses and our community. You'll learn how to build solid business-to-business sales skills as well as relationships with everyone from local businesspeople, to your neighbors across the street. Finance - This is the "running a business" part of the Management Internship Program. After all, profits are what make a business successful. As an intern, you'll start by learning basic accounting and finance principles and progress to more advanced topics. Then, you'll get to use this knowledge in a branch as you work as part of a team. Logistics - Things can get pretty hectic at an Enterprise branch. As an intern, you'll be in the middle of everything. Along with being part of a bustling branch, you'll also help oversee a fleet of as many as 200 vehicles. You'll learn everything from creative time-management techniques to innovative organizational tools.

**ENTIGRIS, WEBSITE CONTRIBUTOR INTERNSHIP**

Billerica, MA  
Steve Cantor  
978-436-6750  
129 Concord Rd., Billerica, MA 01821

Write/edit copy for company's website (product descriptions); enter content into website content management system; compile meeting notes and post them on internal blog site; verify and update corporate communications calendar of activity; validate list of intranet content managers; identify content on intranet that needs to be updated.

**FAMILIES IN TRANSITION, FASHION MERCHANDISER INTERN**

Manchester, NH  
Emily Melhorn, Volunteer Coordinator  
Families in Transition  
394 Second Street, Manchester, NH 03102  
603 641-1143 x357  
EMelhorn@fitnh.org

Come up with creative and artistic concepts for in-store displays; help implement promotional calendar and special events; devise, implement and execute effective merchandising strategies; move and position store merchandise and mannequins; maintain

an organized, visually appealing and welcoming store environment; coordinate scenery, props and outfits for ad photo shoots.

**FAMILIES IN TRANSITION, RESEARCH AND WEBSITE ASSISTANT INTERN**

Manchester, NH

Emily Melhorn, Volunteer Coordinator

Families in Transition

394 Second Street, Manchester, NH 03102

603 641-1143 x357

EMelhorn@fitnh.org

Assist with data entry into multiple data bases; assist with updating programmatic information on service-based website; assist with gathering updated information from service providers to be placed on the website; assist with data analysis if appropriate.

**FAMILIES IN TRANSITION, SMALL BUSINESS/RETAIL MANAGEMENT INTERN**

Manchester, NH

Emily Melhorn, Volunteer Coordinator

Families in Transition

394 Second Street, Manchester, NH 03102

603 641-1143 x357

EMelhorn@fitnh.org

Protects employees and customers by providing a safe and clean store environment; maintains the stability and reputation of the store by complying with legal requirements; help implement promotional calendar and special events; duties may include but not limited to moving and cleaning furniture, greeting and assisting customers and donors, organizing and hanging clothing as well as maintaining the overall appearance of the store.

**FAMILIES IN TRANSITION, SPECIAL EVENTS INTERN**

Manchester, NH

Emily Melhorn, Volunteer Coordinator

Families in Transition

394 Second Street, Manchester, NH 03102

603 641-1143 x357

EMelhorn@fitnh.org

Assist in the planning of Families in Transition's (FIT) events, including, the signature fundraising event of the year: Cinco de mayo, the new Concord based FIT Fun Run, additional FIT and OutFITters Thrift Store events. Update event materials; research venues and vendors; solicit auction items and program book advertisements; assist with event mailings; help with organizing additional event details and logistics.

**FASTENAL, SALES MANAGEMENT INTERNSHIP**

Various NH Locations

Bryan Restuccia, District Manager, NH

cell: 802-356-3379

brestucc@fastenal.com

Fastenal Company is a service-based company. In other words; no two days are the same! The primary function of the position is to support the sales team and the store in reaching sales and organizational goals. Responsibilities include but are not limited to: inside and outside sales/customer service/telemarketing; quoting/order placement and fulfillment; inventory management; receiving and shipping of inventory; local sales calls and deliveries with company vehicle.

### **GATEWAYS COMMUNITY SERVICES, HUMAN RESOURCES INTERNSHIP**

Nashua, NH  
Sara Molander  
Gateway Community Services  
144 Canal Street, Nashua, NH 03064  
603-882-6333

getinvolved@gatewayscs.org

Work on specialized project under the guidance and mentoring of Director of HR; design forms and protocols that implement policies and procedures; work on a variety of areas including job descriptions, safety procedures, wellness initiatives, and benefit designs; shadow and assist with on-boarding of new employees.

### **GIBSON'S BOOKSTORE, RETAIL MANAGEMENT INTERNSHIP**

Concord, NH  
Michael Hermann, Deb Baker  
Gibson's Bookstore  
South Main St., Concord, NH 03301  
603 224 0562

Stack/shelve books and help with ordering; take inventory; research new releases and best sellers in order to assist customers; provide service to customers; assist with special events organization and publicity (create and distribute flyers, help contact authors, etc.).

### **GIRL SCOUTS OF THE GREEN AND WHITE MOUNTAINS MEMBERSHIP AND COMMUNITY DEVELOPMENT ORGANIZER**

Various Locations, NH and VT

Karina Giordano  
1.888.474.9686 ext.158  
kgiordano@girlscoutsgwm.org

The Membership and Community Development Organizer is responsible for overseeing and mobilizing a team of recruiters who ensure Girl Scouting is available to all girls based on target markets and membership strategy. This position works in conjunction with Council staff to develop and implement the project plan. The majority of the focus is in late summer and fall. Please keep in mind that all volunteers are required to complete: Application, interview, background check, references; become a registered member of GSUSA; complete position-specific training.

### **GLOBAL RESPONSE PARTNERS LLC, ADVERTISING ASSOCIATE INTERNSHIP**

Englewood Cliffs, NJ  
Mike Ferreira  
Global Response Partners LLC.  
Address: 910 Sylvan Ave, Englewood Cliffs, NJ  
Phone: (908) 868-6313  
mike@grpads.com

Faculty Sponsor (if any): Cindi Nadelman, Business faculty

Global Response Partners LLC is an affiliate network. Interns will look for new advertisers to bring onto the network. These advertisers own the offers and Global Response Partners want to put these offers on their network. The advertisers pay GRP a commission and they take a percentage and give it to a publisher to run at the payout. They are the middleman. Products include credit cards, cash advances, debt management and other finance related stuff.

### **GRANITE UNITED WAY, ADMINISTRATIVE INTERNSHIP**

Concord, NH  
Kristin McGrath  
Director of Resource Development  
Granite United Way  
46 South Main Street  
Concord, NH 03301  
[Kristin.mcgrath@graniteuw.org](mailto:Kristin.mcgrath@graniteuw.org)

Granite United Way seeks a full or part time administrative assistance volunteer. This position will assist the Resource Development team throughout the fall fundraising campaign season. Responsibilities will include compiling pledge materials, assisting with mailings, inputting information into the donor database, and other general administrative support.

### **GRANITE UNITED WAY, COMMUNITY REVIEW TEAM INTERNSHIP**

Concord, NH  
Val Guy, Director of Community Impact  
Granite United Way  
46 South Main Street  
Concord, NH 03301  
[val.guy@graniteuw.org](mailto:val.guy@graniteuw.org)  
603.224.2595 ext. 226

This position is responsible for the reviewing, grant recommendations, and evaluation of the unrestricted annual Community Impact Grants issued by Granite United Way. This includes decisions about community initiatives, fund distribution, and program services, which are then considered by the Community Impact Committee and, if approved, forwarded to the Board of Directors of Granite United Way. The intern will review and evaluate proposals, conduct site visits and make funding recommendations to the Community Impact Committee; conduct ongoing meetings to evaluate the continuing implementation of the Community Impact Process, and; identify existing gaps in services where targeting requests for proposals (RFP) may be aimed.

### **GRANITE UNITED WAY, FUNDRAISING INTERNSHIP**

Concord, NH  
Kristin McGrath  
Director of Resource Development  
Granite United Way  
46 South Main Street  
Concord, NH 03301  
[Kristin.mcgrath@graniteuw.org](mailto:Kristin.mcgrath@graniteuw.org)

Granite United Way is looking to a full or part time Loaned Executive (LE) to assist with fundraising efforts this fall. This position will work with the Director of Resource Development to secure corporate gifts, plan/conduct/evaluate employee giving campaigns, develop new accounts, and provide weekly updates and reports to the Resource Development team.

### **HENNIKER CHAMBER OF COMMERCE, NATURE/TOURISM INTERN**

Henniker, NH  
This internship will provide experience in data collection and analysis with the Town of Henniker Nature/Tourism Committee and the Henniker Chamber of Commerce evaluating the contribution of nature/tourism on Henniker's economy. This work will build upon research conducted in winter 2009 by collaborators New England college and Plymouth State University. The primary responsibilities will focus on data analysis of already existing

data and new data being collected this semester. Data analysis will be completed using SPSS and Microsoft Excel. The overall intent of the project is to identify approaches that might be used to increase tourism dollars spent in Henniker. A comparison will be completed between Henniker and other NH communities to examine how other towns optimize nature/tourism and possible opportunities for Henniker to pursue.

### **HIGGINS ARMORY MUSEUM, MARKETING INTERNSHIP**

Worcester, MA

Devon Kurtz

Director of Education and Public Programs

(508) 853-6015 ext. 15

[higgins@higgins.org](mailto:higgins@higgins.org)

Marketing interns assist with the email newsletter, photography, video, social media, preparation of marketing materials and media releases, analysis of audience surveys, and other projects as needed. Basic knowledge of Microsoft Office applications, social media applications and Internet search engines, copywriting ability, excellent English grammar skills and attention to detail are a must.

### **HI-TEMP SPECIALITY METALS, INC., MANAGEMENT INTERN**

Yaphank, NY

John Stanislaw

High Temp Specialty Metals, Inc.

355 County Rd.

Yaphank, NY 11980

516 456 1516

Participate in shipping and receiving process at Hi Temp: follow work orders, pack and label, load trucks. Help with production process/line work. Learn about inventory system. Train in company safety policies.

### **HOME INSTEAD SENIOR CARE, MARKETING INTERN**

Portsmouth, NH

10 Vaughan Mall, Suite 209, Portsmouth, NH 03801

P: 603.433.5959

P: 603.890.0015

[homeinstead.com/scnh](http://homeinstead.com/scnh)

Home Instead Senior Care of Seacoast and Southern New Hampshire is seeking a Marketing/Communications intern. The individual hired will have the opportunity to work alongside of our Community Liaison. This position will allow an individual to help enhance our (4) four marketing channels: networking, public relations, web, advertising. The internship will provide the student the opportunity to: understand the benefits of a franchise system and utilize the marketing tools provided by the Home Office; enhance our web presence by working on local website and social media sites as well as perform SEO and SEM; attend community events as representative of Home Instead Senior Care Assist with the support of local non-profit efforts; draft press releases regarding Home Instead Senior Care's educational programs and local community involvement; assist with drafting copy for monthly newsletters to referral provider network.

### **HOME INSTEAD SENIOR CARE, OPERATIONS/MANAGEMENT INTERN**

Portsmouth, NH

10 Vaughan Mall, Suite 209, Portsmouth, NH 03801

P: 603.433.5959

P: 603.890.0015

[homeinstead.com/scnh](http://homeinstead.com/scnh)

Home Instead Senior Care of Seacoast and Southern New Hampshire is seeking a Operations\Management intern for the summer of 2010. The individual hired will have the opportunity to work alongside of the Director of Operations. This position will allow an individual to assist in overseeing the daily operations of each functional department of our small business—Human Resources, Operations, Quality Assurance, Marketing and Service Management. The internship will provide the student the opportunity to: attend weekly operations and department meetings; assist in management of new business; assist in planning CAREGiver educational workshops; assist with implementation of new CRM software; assist with building/maintaining client and CAREGiver schedules; assist with taking employment and service inquiries; collect unreported CAREGiver shifts; assist with administrative and clerical duties.

### **HUTCH DESIGN, SALES AND EVENT INTERNSHIP**

New York, NY

Daniel Saporano

Hutch Design

West 36th St., New York, NY 10013

212.967.8160

[info@hutch-design.com](mailto:info@hutch-design.com)

Assist sales director with phone calls, emails, letters, and reaching out to clients; assist production team with sample collection, preparation and assembly of displays prior to and after shows; attend all trade shows.

### **INTERNATIONAL INSTITUTE OF NEW ENGLAND DATA CONTROL AND ANALYSIS INTERNSHIP**

Jill Geltmaker, Director

315 Pine St., Manchester, NH

(603) 647-1500

[JGeltmaker@iine.us](mailto:JGeltmaker@iine.us)

(Locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations. Tasks include performing administrative duties such as researching and compiling information, organizing information in files and databases, taking and routing calls, and assisting other departments. Help coordinate and maintain the Affidavit of Relationship (AOR) Family Reunification program. Schedule meetings, coordinate schedules and maintain departmental calendar. Provide general office support by way of answering phone calls, drafting correspondence, updating files, and maintaining office space. Participate in organization's data collection and performance measurement and evaluation activities. Other duties as assigned.

### **INTERNATIONAL INSTITUTE OF NEW ENGLAND RESOURCE DEVELOPMENT INTERNSHIP**

Jill Geltmaker, Director

315 Pine St., Manchester, NH

(603) 647-1500

[JGeltmaker@iine.us](mailto:JGeltmaker@iine.us)

(Locations also in Boston and Lowell)

IINE is currently offering internships through its Manchester, NH office to students with demonstrated interest or experience in serving refugee, asylee and immigrant populations. Assist the Outreach Facilitator in creating and maintaining community partnerships. Research and compile relevant and available resources in the Greater Manchester area.

Assist in the implementation and evaluation of the Refugee Mentoring Program. Help with outreach to the Manchester community. Procure, document, and distribute donations.

**INTERNATIONAL TRADE RESOURCE CENTER  
INTERNATIONAL BUSINESS INTERNSHIP**

CONCORD, NH

Tina Kasim, Program Director

International Trade Resource Center

172 Pembroke Rd., Concord, NH 03301

603 271 8444

Tina.kasim@dred.state.nh.us

Internship work may include any or all of the following, depending on intern interests and the needs of the office. Research Free Trade Agreements and how they affect the State of NH; market research on countries and industry sectors to assist NH businesses to expand exports; participate in visits to NH businesses to promote export opportunities; help ITRC staff update the website; update and organize database of company information; develop recruitment material to attract companies to seminars and events (opportunity to exercise creative communication skills); help ITRC staff to organize and carry out export seminars and events; attend seminars and events and assist as needed (great opportunities for intern to network); help process proposals from businesses written to obtain funds to enhance export capability; other long and short-term projects as needed.

**K. JACOBS EXECUTIVE SEARCH, LLC, SOCIAL MARKETING INTERNSHIP**

Nashua, NH

K. Jacobs Executive Search, LLC

10 Technology Way

Nashua, NH

603 864-8073

info@kjacobs.com

K. Jacobs Executive Search is a boutique search firm, specializing in recruiting talented Construction and Engineering professionals. We are based in Nashua, New Hampshire. We are, and always will be, a low-volume, relationship-based firm. K. Jacobs prides itself on the network we have built with both high quality employers and talented professionals. Our deliberate and targeted approach ensures that every introduction we make furthers the goals of both candidates and employers. We are currently seeking a creative and driven social media marketing intern to join our team for 2-3 days per week to help with marketing of our firm via social media and other web/ email based campaigns

**KENNEDY CONSULTING RESEARCH & ADVISORY (A BLOOMBERG BNA BUSINESS)  
RESEARCH INTERNSHIP**

Peterborough, NH

Human Resources Director

Kennedy Information, LLC

Peterborough NH

603.924.0900

Build and update client spending and vendor research databases; perform quality control (QC) of analyst research; develop original findings from research databases; assist research and consulting team with data-intensive efforts, including field research; participate in internal project management meetings, as needed/directed.

### **LIBERTY MUTUAL, SERVICE COORDINATOR INTERNSHIP**

Portsmouth, NH

Sean Corcoran

857-224-7861

[CITalentAcquisition@LibertyMutual.com](mailto:CITalentAcquisition@LibertyMutual.com)

Liberty Mutual's internship program gives you the chance to work on a variety of critical business assignments, test your skills, use your academic knowledge and match your interests to a real job. Responsibilities: Prepare client presentation materials: binders, PDF e-binders, brochures, etc.; maintain inventory of presentation materials; lead binder recycling initiatives; provide general administrative support in the department.

### **LITTLE GREEN HYDRO, INTERNET MARKETING INTERN**

VT (and remotely by internet)

James Perkins

[james.perkins@littlegreenhydro.com](mailto:james.perkins@littlegreenhydro.com)

LGH is seeking an Internet Marketing Intern to develop and deploy our internet marketing presence and social media/social networking campaigns. The intern will collaborate with our team to provide strategic input and serve as the "hands-on" person responsible for managing and executing our internet presence and technologies. Specific tasks include, but are not limited to: selecting hosting providers and technologies; managing/executing website development; implementing/integrating social media/social networking technologies; interact/Support Social Media Manager.

### **LITTLE GREEN HYDRO, PROJECT MANAGEMENT INTERN**

NH, VT (and remotely by internet)

James Perkins

Little Green Hydro, Llc

Po Box 268 • Hanover, NH 03755

[www.LittleGreenhydro.Com](http://www.LittleGreenhydro.Com)

(802) 265-1004

[james.perkins@littlegreenhydro.com](mailto:james.perkins@littlegreenhydro.com)

Little Green Hydro (LGH) is sponsoring a paid Internship for a motivated, focused student to gain hands-on experience in all aspects of MicroHydro technology. This exciting opportunity will include a wide range of learning, responsibilities and experiences that will position the Intern to become knowledgeable in the field. This is a customer-facing position and requires excellent interpersonal skills. The goal for the Intern is to achieve high customer satisfaction in all aspects customer interaction, ranging from pre-sales site support to installations, commissioning and support of customer EcoHydro Systems.

### **MADEIRA USA LTD, CUSTOMER SERVICE INTERNSHIP**

Laconia, NH

Alice Wolf

Madiera USA Ltd

Laconia NH

603 528-2944, ext. 107

[awolf@madeirausa.com](mailto:awolf@madeirausa.com)

Work directly with the Manager of Customer Service and the Supervisors of Telesales and Inbound Customer Service. The intern will work on special projects based on the requirements of the school, the interests of the intern and the needs of Madeira. In addition, the student will learn about the inter-workings of customer service as well as how they interact with Sales and Marketing. The intern will learn phone selling techniques and receive product training in the industry. The experience will be well rounded and should prove



challenging to the intern while also allowing them to apply the skills and knowledge they have learned throughout their studies.

### **THE MAIN SALON, ASSISTANT BUSINESS MANAGER**

Keene, NH

Kim Secore

603-352-8128

64 Main St., Keene, NH 03431

The intern must be able to plan and direct salon operating activities necessary to meet or exceed established budgeted sales, expenses, and profit and productivity goals. Intern assumes primary responsibility for superior guest experience and store/salon operating standards. Intern must be a team player with the ability to educate and develop employees and accomplish daily sales goals. Produce a customer satisfaction survey, distribute, collect, and analyze the results. Creating promotions that will increase customer satisfaction; manage staff when Manager is unavailable; answer phone calls/visitors; order products; assist with payroll and balancing budget; update salon website.

### **MAINE STATE GOVERNMENT, SUMMER INTERNSHIP PROGRAM**

Augusta, ME

Charles Morris, Program Administrator

Maine State Government Summer Internship Program

Margaret Chase Smith Policy Center

University of Maine

5715 Coburn Hall, Orono, Me 04469-5715

207-581-4135

morris@maine.edu

[www.umaine.edu/mcsc/MeSGIP.htm](http://www.umaine.edu/mcsc/MeSGIP.htm)

There is no single description for an internship with the ME State Internship Program. Each summer, various departments will choose to sponsor an intern, so the departments and tasks will vary widely.

Probably the best way to explore the possibility of a ME State Government Internship will be to go directly to their website, which again is: [www.umaine.edu/mcsc/MeSGIP.htm](http://www.umaine.edu/mcsc/MeSGIP.htm) Interns in the past have performed work such as: developed a large set of reports for the Unemployment Insurance Trust Fund, providing our accountants with customized views of the financial data; Streamlined old data systems and migrated them to a relatively new SQL based reporting system; Assisted with the organization and running of a statewide conference on active communities; performed compliance audits according to the MAAP regulations, and reviewed payments to consultants to see if an overhead audit would be needed; updated all information for the Maine farmers' market guide and worked to update the Get Real Get Maine website for farmers' markets.

### **MEDIA MATE, EMAIL MARKETING INTERNSHIP**

Andover, MA

Maryellen Casey

MediaMate, LLC

200 Brickstone Square, Suite 505, Andover, MA 01810

888-897-7711 X128

[mcasey@mymediamate.com](mailto:mcasey@mymediamate.com)

MediaMate is looking for the right candidate to assist with email marketing projects by identifying leads, researching contact information and keeping our CRM system updated and accurate. Research and develop regional market leads for individual student run publications; research advertiser contact information; compile contact database, update as needed; research new potential advertisers; work with operations and sales team to

develop new ideas to increase sales opportunities; manage response to regional email marketing projects; track response and effectiveness of regional email marketing projects; track all contacts who qualify for the phone pool and contact by phone; work to reach pre-determined monthly goals; deliver recommendations and findings to MediaMate in written report format; great position for college students to gain experience in the advertising industry.

**McAULIFFE-SHEPARD DISCOVERY CENTER, MUSEUM MARKETING INTERNSHIP**

Concord, NH

Tiffany Nardino, Education Coordinator - Programs

McCauliffe Shepard Discovery Center

2 Institute Drive, Concord, NH 03301

tnardino@starhop.com

271-7827 X117

The Discovery Center has employed students as work-studies in a variety of positions, including in the Science Store and Visitor Services. Students can also serve as "docents" for the Center's exhibits, and might explore the area of travel and tourism by working as an intern, volunteer or work-study. The Center could also use help with the evaluation of data on visitor use, for future marketing purposed. Students may also have the opportunity to create educational programs at the Center.

**THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS (COG)  
PROCUREMENT INTERNSHIP**

Washington, DC

777 North Capitol Street, NE

Suite 300 -Attention: OHRM

Washington, DC 20002-4239

www.mwcog.org

Fax: 202-962-3715

Perform the administrative & operational functions supporting the Contracts and Purchasing Manager; handle purchase order management and administration; analyze and interpret key business issues as directed by the Contracts and Purchasing Manager; develop effective relationships with internal and external customers.

**MICHIE CORPORATION, MARKETING INTERNSHIP**

Henniker, NH

Jessica Michie

173 Buxton Industrial Drive, Henniker, NH

428 3218

Jessica.michie@michiecorp.com

In 2010, the purpose of the internship was to help Michie Corp. develop a marketing plan. Other opportunities in different areas of company operations may be available in the future. Conduct marketing research, including analysis of the construction market; analysis of competitors; develop marketing plan; other areas of company operations may be explored as well.

**MILLENNIUM INTEGRATED, MARKETING INTERNSHIP**

Manchester, NH

Jessica Chabot – Director of Client Service jchabot@mill-im.com

(603) 792-2200

Interacts with the internal team regularly regarding various significant aspects of a project's development; assists with the management of projects such as press releases, television

script copy, video and radio script copy, web and creative copy, white papers, and case studies; prepares new job jackets, enters data and tracks time in time tracker and prepares job changes and schedules jobs; provides administrative support to project team by performing miscellaneous services such as copying, acquisition of office supplies and/or award submissions; schedules and attends job opening meetings; understands elements of every job; works with team, vendors, and production to generate the schedule for overall project completion and updates as needed, notifying all appropriate parties; responsible for proofreading all outgoing projects; routes jobs for internal approvals; keeps supervisor apprised of the status of work through daily/weekly status reports.

### **MILLYARD COMMUNICATIONS/EVENTSNH, EVENTS INTERN**

Manchester, NH

Amanda Arseneault, Events Coordinator

Business NH Magazine/Events NH

603.626.6354 x224

[amandaa@businessnhmagazine.com](mailto:amandaa@businessnhmagazine.com)

The intern will assist Events NH staff (Manager and Event Coordinator) with the planning and execution of business related events. Tasks will include researching vendors and services, composing letters, and tracking of various event aspects from tickets to Expo booth reservations. The intern will also interact with other departments including the Business NH Magazine production department (for event materials).

### **THE NATURAL PLAYGROUNDS COMPANY LLC, SOCIAL MEDIA INTERNSHIP**

**Concord, NH**

Ron King, President

The Natural Playgrounds Company LLC

85 Warren Street, Concord, NH 03301

Tel: 603-228-0476

Contact Dawn at: [Dawn@naturalplaygrounds.com](mailto:Dawn@naturalplaygrounds.com)

[ron@naturalplaygrounds.com](mailto:ron@naturalplaygrounds.com)

We are looking for somebody to use social media to aggressively promote our services and our products; to launch an aggressive marketing campaign using Pinterest, Facebook, YouTube, and possibly blogging, and the relationship between those and our company website.

### **NH MARCH OF DIMES, PROGRAM AND ADVOCACY INTERNSHIP**

Manchester, NH

Shamera Simpson, Community Director

25 Lowell St. Suite 304, Manchester, NH 03101

[ssimpson@marchofdimes.com](mailto:ssimpson@marchofdimes.com)

This volunteer position offers the college student the opportunity to gain valuable, hands-on experience implementing program services and assisting with advocacy activities on behalf of the March of Dimes. Internship job functions include: actively engage in implementing health promotion activities that increase awareness and knowledge; hands-on events management & support chapter events; write press releases and newsletter articles; engage in coalitions that are relevant to the mission; actively engaged in supporting activities, such as responding to advocacy alerts and participating in the annual Legislative Day; update databases and support Director of Program Services activities. Students will be invited to serve on the March of Dimes Program Services Committee or the Public Affairs Committee where they will be introduced to state wide corporate, communications and business professionals.

### **NH MARCH OF DIMES, SPECIAL EVENTS & COMMUNICATIONS INTERNSHIP**

Manchester, NH

Shamera Simpson, Community Director

25 Lowell St. Suite 304, Manchester, NH 03101

[ssimpson@marchofdimes.com](mailto:ssimpson@marchofdimes.com)

This volunteer position offers the opportunity to gain valuable, hands-on public relations and marketing communications as well as special events planning and fundraising experience. Internship job functions include: hands on events management; participate in fundraising and special event management; write press releases and newsletter articles; implement fundraising corporate and family teams' plans; volunteer management and leadership opportunities; update databases and support State Director activities. Additionally, the intern will help plan upcoming events by assisting with fundraising activities surrounding these event(s). Students will also be invited to serve on the March of Dimes Volunteer Communications Committee or Special Events Committee where they will be introduced to area communications and business professionals.

### **MANAGEMENT RECRUITERS INTERNATIONAL, INC., RECRUITER INTERNSHIP**

(offices in MA, NH ad RI)

Brian Mohan

Chief Operating Officer

Management Recruiters – The Boston Group

617-262-5050 x108

[bmohan@mri-boston.com](mailto:bmohan@mri-boston.com)

Various research and project support tasks. Sourcing candidates – using our various website subscriptions and databases. Support team-based business development efforts. Spreadsheet development and data entry (Excel and Outlook).

### **NAMI NH, EVENT ORGANIZING INTERN**

Concord, NH

Win Saltmarsh

NAMI

85 North State Street, Concord, NH 03301

Phone: 603.225.5359 | 800.242.6264

[info@naminh.org](mailto:info@naminh.org)

Intern will supervise a group of younger students who have chosen with help coordinate the Annual NAMI Walk as their course project. Intern will meet regularly with the team, help them determine individual tasks, and evaluate their level of involvement in the project. Other duties include participating in the walk itself, publicizing the walk in advance, enlisting others to participate, potentially starting and implementing a donation drive, obtaining the support of college staff and athletic teams, and helping to draft a New Englander article about the event.

### **GREATER NASHUA CHAMBER OF COMMERCE, EVENT PLANNING INTERNSHIP**

Nashua, NH

Christina Hendricks, Events & Member Experience Coordinator

Greater Nashua Chamber of Commerce

142 Main Street 5th Floor

Nashua, NH 03060

[chendricks@nashuachamber.com](mailto:chendricks@nashuachamber.com)

We're a young, dynamic team in an all-hands-on-deck nonprofit environment. We're known for being the best and hiring the best, so if you're looking to learn and get noticed, look no further. Here's what you'll be doing: The Chamber hosts over 60 events annually, from political candidate forums to downtown concerts, and everything in between. As the Event

Planning Intern you'll be working directly with the Events & Member Experience Coordinator on all logistics for our summer events. You will also assist with planning our upcoming events, giving you a 360-degree insight into all aspects that go into planning events. Examples of Daily Tasks: Logistical support for current events (including Business After Hours, Dinner & Movie series, and Downtown Music Festival series) Assist with event wrap-up, including payment processing and debriefs Review past events and develop standard operating procedures and best practices Schedule future events—Banquet Event Orders, researching future topics, booking speakers, coordinating volunteers and sponsors, and more.

### **NATIONAL SOCIETY OF LEADERSHIP AND SUCCESS, LEADERSHIP INTERNSHIP**

(any location)

Megan Baughman

201-222-6544

If selected as an intern, your responsibility will be to start a chapter of the Society on your campus and serve as the President of a leadership honor society (also known as Sigma Alpha Pi). Speakers: A speaker series of the highest caliber via live interactive web broadcast (or streaming video online available after the event) - 6 per year. Past presenters have included: Stephen Covey, Lou Holtz, Goldie Hawn, Jack Canfield, and other celebrity speakers from hit TV shows such as Survivor and America's Next Top Model. Leadership Training Day: A two-hour and thirty minute interactive and introspective video-based leadership training with workbooks designed to help students identify their fears/limitations and clarify their purpose/goals. Success Networking Teams (SNTs): Students meet in teams to help set and hold one another accountable to goals using a highly specialized formula proven to produce results. By surrounding yourself with like-minded individuals, you will be exposed to peer mentoring which will lead to positive change in your life. Induction: Students, parents, faculty, and administration come together to celebrate accomplishments and receive awards and scholarships given by The National Society of Leadership and Success. The Society also encourages and organizes students into action to better the world. By surrounding yourself with like-minded individuals, you will be exposed to peer mentoring which will lead to positive change in your life.

### **NATUROPATHIC CLINIC OF CONCORD, HEALTH AND WELLNESS INTERNSHIP**

Dr. Jacqueline Rho

Laura Rondos, Office Administrator

office@concordnaturopathic.com

(603) 228-0407

Activities might include: organizing office; working with patients; become a promoter of their methods; prepare copying notebooks; general housekeeping; general office duties.

### **NEW ENGLAND AQUARIUM, DEVELOPMENT/GRANT WRITING INTERN**

Boston, MA

Volunteer Office

New England Aquarium

Central Wharf, Boston, MA 02110-3399

617-973-5235

vols@neaq.org

The New England Aquarium's Development Department manages gifts from individuals, corporations and foundations, as well as individual and corporate memberships, to support operations and programs throughout the Aquarium. Working with the Foundation and Government Relations team, help prepare grant applications, including editing and proofreading proposal narratives, reviewing budgets, and compiling other components of an application. Help ensure that reporting requirements for funders are met. Perform online

research on funding prospects. Gather and compile statistical updates from program staff throughout the Aquarium, as well as from blogs and informational pages on the Aquarium's website. Update fundraising database (using Blackbaud Raiser's Edge program) and other information-tracking documents. Help organize files (both electronic and hard files). Support other subdivisions of Development with occasional projects (Membership, Individual Giving, Corporation Relations and Donor Relations). Various other office related tasks, as assigned. As a special project, interested interns may independently write and receive feedback on a grant proposal to a funder.

**NH ATTORNEY GENERAL'S OFFICE/DEPARTMENT OF JUSTICE  
BUSINESS OFFICE INTERNSHIP**

Concord, NH

Anne M. Edwards, Associate Attorney General/Chief of Staff

anne.edwards@doj.nh.gov

603-271-1202

33 Capitol Street, Concord, NH 03301-6397

Data entry, spreadsheets, filing, balance checkbook, creation of excel spreadsheets, verify entries, other areas where help is needed.

**NH DIVISION OF TRAVEL & TOURISM, DEVELOPMENT INTERNSHIP PROGRAM**

Concord, NH

Michele Cota, Marketing Specialist

P.O. Box 1856, Concord NH 03302-1856

603-271-2665 x108

mcota@dred.state.nh.us

Internship duties may include: developing New Hampshire itineraries geared toward individual and group travel; drafting media releases, distributing these releases to the media; learning to use and update the division's industry database and website; posting events and other items to the consumer website; performing industry-related research assignments, and assisting with various division projects.

Interns will have opportunities to attend and participate in: brainstorming sessions, internal and external meetings, and attend agency partner meetings.

**NOT YOUR AVERAGE JOE'S, RESTAURANT MANAGEMENT INTERNSHIP**

Methuen, MA

Jennifer Charbneau

Not Your Average Joe's

Methuen, MA

978 974 0015

The intern is responsible for managing reservations, greeting and serving customers, understanding the entire operations of the restaurant, which includes food ordering, take out, and the scheduling system. He/she is also responsible for all employees under his/her supervision. The intern must: communicate clearly and concisely over the phone; effectively and appropriately represent the restaurant at meetings; connect with the customer, resolve problems, and create "customers for life"; manage other employees; take concise notes when required; create work schedules that meet the needs of the restaurant.

**PAT'S PEAK, MARKETING INTERNSHIP**

Henniker, NH

Jessica Gilbert

603-345-3323

PO. Box 2448

Henniker, NH 03242

Promote Pats Peak on the NEC campus through various forms of marketing. Work in the Pats Peak marketing office assisting with daily photo updates. Work with Pats Peak to promote special events such as a ski movie screening.

**PETEDGE, BUSINESS OPERATIONS INTERNSHIP**

Beverly, MA

Leah Salvo

Human Resources Benefits Administrator

PetEdge

100 Cummings Center, Beverly, MA 01915-0700

lsalvo@petedge.com

Direct Dial: 978-998-8116

HR Fax: 978-998-8603

We are looking for a talented and enthusiastic intern to work within our Operations Team who would work directly with our Vice President of Operations on our Company's Lean Initiative. Work directly with the Vice President of Operations on all tasks and projects related to the successful implementation of the Company wide Lean initiative. Work with all departments of the Company to create contest promotions. Create visual displays on Lean ideas and concepts. Update the Company Lean SharePoint.

Set up tours with management to other companies that work with Lean Track progress of Lean initiatives within the Company.

**PETEDGE, SALES SUPPORT INTERNSHIP**

Beverly, MA

Leah Salvo

Human Resources Benefits Administrator

PetEdge

100 Cummings Center, Beverly, MA 01915-0700

lsalvo@petedge.com

Direct Dial: 978-998-8116

HR Fax: 978-998-8603

This position will support the sales team with all tasks related to the successful implementation of products launching into national accounts. Essential job functions/responsibilities are: support the sales team with all tasks related to the successful implementation of products launching into national accounts; assist in driving tactical execution of channel partner campaigns to support growth objectives, including field training, marketing and local relationship management; assist in ensuring the alignment of sales resources to drive significant new booking targets; assist in researching best practices and analyzes current processes, tools, system or database and makes recommendations for development, improvement or simplification; gather and documents business requirements; assist in leading the design and development of new and improved processes, tools and system enhancements to support business unit requirements; assist in developing test plans and scripts. Other duties may be assigned. Management also reserves the right to change or modify position descriptions from time-to-time to meet the needs of the business with or without notice.

**PETERBOROUGH CHAMBER OF COMMERCE  
OUTREACH AND ADMINISTRATIVE INTERNSHIP**

Peterborough, NH

Annette Gagnon, Member Services Specialist

Peterborough Chamber of Commerce

10 Wilton Road, P.O. Box 401, Peterborough, NH 03458

(603) 924-7234

staff@peterboroughchamber.com

Help with administrative work as well as events and outreach. Jobs might include: filing and database management, research calls to update business information, connecting member businesses to update information on website; learning Chambermaster software, and teaching businesses to upload information, updating the "Guide to the Monadnock Region", helping organize events and expos.

### **PROJECT ADVENTURE, ADMINISTRATIVE INTERNSHIP**

Beverly, MA

Susan Hall, Human Resources,

Project Adventure, Inc.,

719 Cabot Street, Beverly, MA 01915

hr@pa.org

Working primarily in the office, this position will involve assisting the registrar and the customer service team within Challenge Course Design and Installation (CCDI) and Training and Consulting (T&C). Interns can expect to learn about workshop administration and registration, proposal development, project tracking, scheduling and resource allocation. Potential Responsibilities: Registration, Customer Service, Administrative, and Program Delivery Support. Other responsibilities could include, assisting the Challenge Course Design and Installation Team, the Product Sales Team and the Sales Team.

### **PROJECT ADVENTURE, MARKETING AND SALES INTERNSHIP**

Beverly, MA

Susan Hall, Human Resources,

Project Adventure, Inc.,

719 Cabot Street, Beverly, MA 01915

hr@pa.org

Working primarily in the office, this position will involve assisting the Sales, Marketing and Public relations teams in promoting PA's services and products. Interns can expect to learn client response and follow up, marketing and prospecting techniques, operationalizing a marketing plan and implementing PR strategies. Potential Responsibilities: Marketing and Administrative. Other responsibilities may include assisting: the Challenge Course Design and Installation team, the development director, the research and development team, the sales team, and the publications department. NOTE: Responsibilities will vary based on an intern's skill level, area of interest and the current needs of Project Adventure staff.

### **PROJECT ADVENTURE. RESEARCH INTERNSHIP**

Beverly, MA

Susan Hall, Human Resources,

Project Adventure, Inc.,

719 Cabot Street, Beverly, MA 01915

hr@pa.org

Working primarily in the office, this position will involve helping to implement the Research strategies that keep Project Adventure the leader in the field of Adventure and experiential education. Interns can expect to learn about proposal development, conducting literature reviews, preparing reports, designing adventure education research, analyzing and interpreting data. Potential Responsibilities: assist in data entry, management, and analysis; conduct literature reviews about Adventure and Experiential Education; assist in designing research projects; general administrative support as required; support resource allocation. Note: Responsibilities will vary based on an intern's skill level, area of interest and the current needs of Project Adventure staff.



**QUEST DIAGNOSTICS, SALES INTERNSHIP**

Bedford, NH

Ashley Humphrey, District Sales Manager

864-363-7961

ashley.m.humphrey@examone.com

This is an entry level outside sales position involving the sales and service of mobile medical exams to the insurance industry. The sales intern will introduce customers to ExamOne service, set up new customers with proper materials, and function as a liaison between customers and the ExamOne Branch. The sales intern builds rapport with customers and provides support and training helping to develop protocols and procedures, which satisfy both company and customer needs and requirements.

**RED RIVER, COMPUTER SALES INTERNSHIP**

Claremont, NH

Kim Vacca, HR Director

Red River

21 Water Street, Suite 500, Claremont, Nh 03743

T 603-448-8880

Website [www.redriver.com](http://www.redriver.com)

Red River is using this internship as a full-time recruiting tool and it is our intention to provide an exceptional career learning experience for qualified candidates. It is our desire that the chosen intern(s) will pursue a full time position with Red River upon graduation. However, an internship is not guarantee that the individual will be offered a full-time position at Red River upon graduation. Work within sales team(s) to provide general sales support including, status and tracking of orders and assist with returns of defective or incorrectly ordered products. Problem resolution – direct interactions with customers and vendors. Research market opportunities and presentation of research to direct supervisor or mentor . Research in company archives (mining of inactive customers). Shipping and receiving assistance and fill-in full-time staff vacation. Assist HR with best way to outreach to the next year's interns.

**RED SKY ALLIANCE, CYBER SECURITY ANALYST**

David Chauvette

director of Academic Services

Red Sky Alliance

167 Pasture Drive, Manchester, NH 03102

603.716.6440

dchauvette@redskyalliance.org

Working with our secure ISAC, interns will analyze client data looking for evidence of cyber security activity such as but not limited hacking and malware. Interns will be trained in technical skills needed to find anomalies in our clients' data. Results will be published in fusion reports which will then be vetted by Red Sky analysts. Our clients are major international corporations and security and confidentiality is paramount.

**RUE21, RETAIL MANAGEMENT INTERNSHIP**

**Steeplegate Mall, Concord, NH**

Katie Nash

Rue21

Concord, NH 03301

603 455 6071

Assist store manager with all aspects of managing rue21. Plan, control and evaluate shifts. Schedule and train of employees. Plan and execute store promotions. Perform financial reconciliations and other financial management functions.

**SABA COOPERATIVE, BUSINESS AND COMMUNICATIONS INTERNSHIP**

Henniker, NH  
Shasta Winn, MA LADC  
603-512-7429  
sabacooperative@gmail.com

Tracking goal progress ATR (Access to Recovery voucher-based State funding and insurance billing set-up). Marketing materials editing: business cards, brochures, website maintenance. Soliciting to referral sources: Outpatient Programs, Intensive Outpatient Programs, Transitional Living Programs, yoga classes, workshops, etc. Open-house planning. Intakes: Return calls to referrals, send and receive intake packets. Appointment scheduling. Billing and coding and other admin duties.

**SHAW'S SUPERMARKET, BAKERY MANAGEMENT TRAINEE INTERNSHIP**

Hillsborough, NH  
Shaw's Supermarket  
Main St., Hillsborough, NH  
Katherine Treadwell  
603 464 5110

Responsible for serving customers at the Bakery counter. Responsible for customer satisfaction including being friendly, responsive, knowledgeable and passionate. Prepare, bake, and package bakery products. Supervise employees and create work schedules. Complete orders. Manage and control inventory. Assist in increasing sales by using the "5 steps" of retail selling. May be required to do presentations for other departments and store managers.

**SHERWIN-WILLIAMS PAINT STORES GROUP, SALES INTERNSIP**

Various Locations  
Sherwin Williams  
Matthew Koener, District Manager  
161 Abby Rd. Suite A, Manchester, NH 03103  
603-623-7743  
matthew.koener@sherwin.com

The intern duties will include but not limited to the following: Learn basic paint and decorative product lines by completing S.T.A.R.T. courses. Ensure completion of all assigned training classes, product seminars and learning projects as assigned by the Store/Branch Manager or District Manager. Assist customers by determining needs and presenting appropriate products and services. Handle customer inquiries via the telephone by providing accurate information regarding products and product applications, and process telephone orders accordingly. Ensure sales transactions are completed accurately.

**SONY CORPORATION, GLOBAL MARKETING INTERNSHIP**

New York, NY  
Dusko Justic  
Director of Marketing  
212-833-8764  
550 Madison Avenue, New York, NY 10022

Assist in preparing Weekly Global Marketing Report. Reviewing and analyzing international marketing plans from countries around the world. Running and analyzing research data on artists.

Development of specifically targeted marketing campaigns supplementing the label created ones.

### **STAY WORK PLAY NH, PUBLIC RELATIONS & MARKETING INTERNSHIP**

Manchester, NH

Kate Luczko, Executive Director

Stay Work Play NH

36 Lowell Street, Manchester, NH

kate@stayworkplay.org

Assistance with the organization's blog and social media (writing posts, recruiting guest bloggers, creating content, etc.). Updating of the web-based statewide Young Professional Network event calendar (using Drupal). Documenting minutes during monthly Young Professional Network Advisory Group conference calls and other meetings, as needed.

Contribution to brainstorming sessions on new partnerships and events for Stay Work Play with individuals, organizations, and higher education institutions. Assistance with event planning, as needed. Help with capturing photographs, videos, and subsequently finding ways to creatively utilize these media elements. Attendance at business events, young professional network events, and college campus events alongside the Executive Director, and also attendance at monthly Board of Directors meeting. Writing of press releases and media advisories

Undertaking research and analytical projects.

### **STRAWBERRY BANKE, ADMINISTRATIVE/ MARKETING INTERNSHIP**

Portsmouth, NH

Brittany Liscord

Strawberry Banke Museum

PO Box 300, Portsmouth, NH 03802

Interns work closely with museum staff on meaningful projects and will have access to the museum's historical resources that provide the interpretation for the four centuries of men, women, and children who have lived in the Strawberry Banke neighborhood. This internship will provide experience in: daily museum operations; special events; internal and external communications; media relations; collaboration with the museum's community partners including the Greater Portsmouth Chamber of Commerce Tourism Marketing Committee and the Portsmouth Historic Houses Association. This intern will participate in all staff meetings, event planning sessions and the execution of the Museum marketing plan.

### **TULLEY BMW, SERVICE CLIENT ADVISOR INTERNSHIP**

Nashua, NH

John Murphy, General Manager

Tulley Automotive Group

137 Daniel Webster Highway

Nashua, NH 03060

603 821 8750

Observe all aspects of the Service Department. Gather information on repair costs and communicate these costs to customers. "Write up" service orders for customers Dispatch orders to technicians. "Close" orders. Obtain transportation for customers during repairs, if necessary. Assist with parts inventory.

**U. MASS. MEMORIAL HEALTH CARE, INC.  
HUMAN RESOURCES MANAGEMENT INTERN**

Worcester, MA  
Matthew P. Hubbell  
Staffing Partner, Talent Acquisition  
College / University Relations  
Human Resources  
UMass Memorial Medical Center  
Worcester, Massachusetts  
Tel:508-793-5697  
Fax:508-793-5691

Supports the organization's mission, vision and values by incorporating "Our Commitments", UMass Memorial's Service Standards, into the daily work to address the unique needs and expectations of patients, families and employees. "Our Commitments" are: Personal Accountability, Appearance, Caring for Patients and Families, Confidentiality, Commitment to Co-workers, Communication and Physical Environment. Through experiential learning, builds a broad range of health care management, administrative and leadership skills. Works collaboratively with Human Resources leaders and other administrative colleagues on specific projects, which are strategically important to UMass Memorial. Attends leadership meetings and retreats and shadows key Human Resources leaders to broaden the understanding of strategy, operations, leading organizational talent and decision-making within the organization. Manages and communicates progress toward completing projects. Offers information and perspectives regarding trends and issues to stimulate new ideas and thinking. Seeks ways to continually improve processes and outcomes. Enhances professional development through participation in a variety of activities to promote growth and understanding of leadership roles and health care administration. Complies with established departmental policies, procedures, and objectives. Attends variety of meetings, conferences, and seminars as required or directed. Demonstrates use of quality improvement in daily operations. Complies with all health and safety regulations and requirements. Respects diverse views and approaches, and contributes in maintaining an environment of professionalism, tolerance, civility and acceptance toward all employees, patients and visitors. Performs other similar and related duties as required or directed. All responsibilities are essential job functions.

**VGO, SALES & MARKETING INTERNSHIP**

Nashua, NH  
Angela Paris, Office Manager  
AParis@vgocom.com

(603) 319-4256 Faculty Sponsor (if any): None

Students will work with the Marketing team, as well as Sales to promoting the VGo Robotic Telepresence Device. We need someone with a positive attitude that is web savvy and can use the Internet to verify data. Knowledge of Sales Force is a big bonus, but we are willing to teach the individuals this skill, which is very useful in the Sales and Marketing world. In addition, we need someone to help us with our email marketing campaigns and will teach the intern(s) how to utilize Constant Contact, another tool which is vital in Marketing. Other tasks will include sales and marketing assistance, and may also include general office tasks such as filing, shipping and receiving, etc.

**ZOO NEW ENGLAND, MARKETING INTERNSHIP**

Boston and Stoneham, MA  
Roisin Morgan  
Zoo New England  
One Franklin Park Rd., Boston, MA 02121

Phone: 617-989-2015

Fax: 617-989-2025

[rmorgan@zoonewengland.com](mailto:rmorgan@zoonewengland.com)

The Marketing Intern will have an opportunity to learn the various types of marketing and communication methods necessary for planning and executing special events, as well as assist in other on-going projects within the department. Zoo New England encourages the intern to partake in a variety of new and exciting tasks that may include: learning about and assisting in all the stages of special events planning and execution (including helping to conceptualize the theme of an event, coordinating logistics and assisting with the execution of the event); assisting with marketing and public relations tasks that may include creating promotional flyers for marketing events, organizing press clippings, updating web listings and providing other marketing/PR support as needed; gaining valuable skills for work in nonprofit organizations (which may include training and knowledge of Raisers Edge).