Summer 2015 Internships
The following is a list of unpaid internship opportunities that the Center for Social Responsibility has received from members of the campus community, local businesses and area non-profits. We highly encourage all of our students to explore these opportunities to develop professional skills and gain experience that will stand out on a resume. If you are a junior or senior, you may qualify to receive pay for internship work through the Great Lakes Career Ready Internship Initiative. For more information regarding the Great Lakes grant, please contact Alex Kurowski at (920) 748-8189 or at kurowskia@ripon.edu.

Accurate Controls – Programming Intern
Ripon, WI
An intern in this position would learn and gain experience about computer programming and systems. This opportunity is perfect for someone looking to learn about computers, systems controls, and operations. This internship could lead to permanent employment after graduation.

Under the direction of the department manager, the Computer Programming Intern will be responsible for designing, modifying, developing, writing and implementing software applications. Tasks will include supporting and/or installing software applications and testing, debugging and documenting programs.

For more information, please contact Dave Neper at (920) 748-6603.
Blue Mountain Project – Recruitment Specialist/Social Media Specialist
Ripon, WI
Assist the SLP Coordinator to recruit volunteers both nationally and internationally at colleges, universities, and churches – including groups and individuals. This will include using social media and other websites in the recruiting process. This position requires between 5 to 20 hours a week and is flexible. Student intern may work remotely. This is a great internship for a student interested in learning how to “sell” a mission. Students will learn how to effectively communicate and work as a team. They will also make numerous contacts throughout the world, using effective listening, and various forms of communication.
For more information, please contact Haley Madson at (920) 251-8562 or slp@bluemountainproject.org.
Boys & Girls Club – Development and Marketing Coordinator
Berlin, WI
This person will assist the Development and Marketing Coordinator capturing photos of Club members conducting activities at the Club; interviewing Club members; assisting with our three fundraisers, and other tasks including promoting the components of health, wellness, and fitness. Assist with Club functions as directed; positively maintaining community partnerships, relationships with supporters of the Boys & Girls Club of the Tri-County Area, private and community foundations, alumni, service clubs, and other Boys & Girls Clubs. Schedule and hours can be flexible.

**Responsibilities:**

- Actively seek new ways to promote the Club and our youth development programs
- Design marketing materials for the website, social media, and print
- Fosters a positive work culture. Promote the area of health, wellness and fitness to our membership.
- Maintains confidentiality in an appropriate manner.
- Mandated child abuse reporter.
- Ensures compliance with legal federal and state regulations.
- Solicit donations from local area businesses for fundraising events
- Must be able to lift up to 50 pounds.
- Must be able to think clearly and concisely.
- Must be able to go up and down stairs.

**Qualifications**

- Previous event coordinating experience
- Strong, verbal and written communication skills.
- Strong organizational skills
- Proven ability to develop and maintain effective working relationships and partnerships with staff members and community groups
- Commitment to role model and promote a lifestyle of health, wellness and fitness.
- Competency in computer skills including, but not limited to, Word, Excel, Power Point, and databases.
- Knowledge of Adobe Photoshop and Illustrator; video editing experience is a plus
- Must possess a valid driver’s license and good driving history (no history of operating a vehicle during a time of suspension, operating a motor vehicle without a license, careless or reckless driving, driving under the influence of alcohol or drugs, negligent homicide arising out of the use of a motor vehicle, or aggravated assault with a motor vehicle, two moving violations in last three years, more than two at fault accidents, or a speeding in excess).
- Confidence in handling confidential records.
- Clean Drug Test before hire.

For more information, please contact Scott Jensen at (920)361-2717 or sjensen@bgctric.org.
Children’s Hospital of Wisconsin – Community Relations and Volunteer Services Coordinator
Neenah, WI

**GENERAL SUMMARY:**

Successful candidate will provide general project support and management under the direction of Children’s Hospital of Wisconsin-Fox Valley leadership team. Project assistant will work directly with the Community Relations Coordinator to support Children's Hospital of Wisconsin’s mission, strategic goals and business initiatives to key customer groups, including employees, children and families, and community organizations and businesses within NE Wisconsin.

**ESSENTIAL FUNCTIONS:**

Exhibits guiding behaviors that reflect Children’s Hospital values to support our mission and vision.

*Community Relations Support*
- Helps coordinate/implement employee and volunteer celebration events.
- Uses best practices of social media engagement to post information targeted to patient/family populations under the supervision Community Relations Coordinator (CRC).
- Assists with the creation of an on-line virtual patient/family tour of Children’s Hospital of Wisconsin-Fox Valley; working in conjunction with CRC and MarCom representative at the Milwaukee corporate office.
- Assists with patient education material review and creation.
- Helps plan the Family Memorial event in November 2015.
- Writes/edits articles for employee newsletter when assigned.
- Completes special projects as assigned

*Volunteer Services Support*
- Supports the creation of reports generated through the use of volunteer database software.
- Assists with the review and processing of volunteer applicants.
- Assists with toy/book/blanket, etc., donations processing.

*Quality Improvement Support*
- Supports key patient quality improvement initiatives driven by regulatory requirements.
- Completes special projects as assigned

*General Administrative Duties*
- Assists administrative team with special projects as requested.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**
• Some college courses in general business, communications or related area.
• Excellent written and communication skills.
• Interpersonal skills necessary to speak effectively to individuals and groups as a representative of the health system.
• Working knowledge of Microsoft Word, Excel and PowerPoint.

**WORKING CONDITIONS:**

• Normal office environment.
• May include implementing events on evenings and weekends. (Hours adjusted accordingly.)

For more information or to apply, please contact Rosann Fochs at (920) 969-5303 or rfochs@chw.org
Doll and Associates/Agnesian Healthcare – Psychology Field Placement

Fond du Lac, WI

This semester-long clinical internship is in an outpatient mental health clinic where students will work 10 hours a week on clinical, administrative, and research tasks. Students will also have the opportunity to observe therapy sessions and meet with clinicians individually for discussion.

Requirements:

- Undergraduate student with a minimum of a 3.0 GPA
- Major in psychology or related field (e.g., social work, human development) OR substantial background in psychology
- Commitment of 10 hours per week for a minimum of one semester.
- Strict adherence to confidentiality
- Completion of a background check
- Ability to work independently and take initiative

Prerequisites:

- Excellent computer/keyboarding skills
- Excellent recommendations by faculty advisors and professors
- Successful completion of background check
- Background in research design and statistics, as well as knowledge of abnormal psychology/psychopathology are very helpful.

For more information, please contact Sarah Arnold, PsyD, at (920) 907-8201 or arnolds@agnesian.com.
Downtown Green Lake Renewal Project – Rocking Research Analyst

Green Lake, WI

We are seeking an intern who wants to work in a fun environment collecting, analyzing, and reporting information pertaining to downtown development.

1. Researching community development grants and other sources for downtown funding.
2. Updating the mailing list (working with Ripon Printers) for a year-end campaign and Annual Report distribution.
3. Researching the creation of a “donation page” for our website.
4. If capable and willing, taking photos of downtown and activities with people.
5. Miscellaneous mini-projects (if time permits)

The intern will learn how to research foundations/government funding agencies and collect information with which to create a report for downtown development support to present to the board. Work with a mail house to learn how to cull a 2500+ mailing list for effective and efficient mailings (which will save paper and postage). Learn how to search and compare different software that create a “donation” page thus creating a comparison pro/con report for our nonprofit to present to the board. From working with our nonprofit, the intern will see the inner workings and will leave this internship with an appreciation and stronger skills in research and communication.

For more information, please contact Jo Ellen Madden at (847) 710-7033 or jemadden@greenlakerenewal.org.
Ernessi Organics
Ripon, WI
Ernessi Organics, founded in 2013, is a fast growing and innovative urban hydroponics company that provides fresh produce to restaurants and grocery stores throughout Wisconsin. Ernessi Organics offers more than 50 types of microgreens plus full-grown lettuce and basil, all grown hydroponically without soil. As a start up company that works with local organizations and businesses, we offer a relaxed and flexible working environment that is ideal to a student’s busy schedule.

Social media/marketing
Objective: Connect with customers through social media and marketing tools

- Manage Ernessi Organics Facebook, Twitter, Instagram, Pinterest and Flickr accounts.
- Showcase products to consumers
- Develop new advertising and outreach media
- Take pictures and video of operations and products
- Tasks as assigned

Website and app development
Objective: Co-develop and program website and mobile application.

- Collaborate with web designer
- Program new website based on web designer’s layout
- Develop new web tools for company
- Develop a mobile app for company products and recipes
- Tasks as assigned

Special requirements: Knowledge of web development and programming.

Opposition research
Objective: Research regional and national operations of Ernessi Organics’ competitors

- Research local and national competitors that operate in the same product categories
- Investigate competitor’s products
- Research competitor’s social media platforms
- Research competitor’s logistical operations

Crop research
Objective: Conduct research studies to increase crop yield and product quality

- Develop plans for conducting research
- Collect and maintain research data records
- Write research reports
- Present findings
Hydroponic operations
Objective: Maintain daily hydroponic operations

- Seed plant trays for hydroponic growing
- Care for seedlings in the plant nursery
- Water plants with automated and hand watering procedures
- Clean/sanitize tools and materials
- Harvest and package produce for delivery

For more information on any of the above positions, please contact Lesley Ernst at (920) 385-8049 or Lesley.ernst@ernessiorganics.com.
Green Lake Area Chamber of Commerce – Events and Marketing Intern

Green Lake, WI

The Green Lake Area Chamber of Commerce has over 200 plus business members. The Chamber’s Mission Statement is, “To support and promotion of Green Lake area businesses fostering the region’s economic vitality and growth”, and its primary goal is to add greater value to its member base by promoting the visitor industry and improving visitor experiences, resulting in increased membership, financial stability and enhancing relationship with our customers. Additionally, the Green Lake Area Chamber of Commerce plans many of Green Lake’s beloved community events – the Green Lake Farmers Market, Concerts in the Park, Fourth of July, Battle of the Bands and Harvest Fest.

The Events and Marketing Intern will play a key role in supporting our events and marketing programs. This person will work closely with the Executive Director, Program and Events Coordinator, and various community stakeholder committees to implement compelling events and programs that bring Green Lake to life. The role will also support the marketing committee and Green Lake Area Chamber of Commerce staff by providing assistance with events management, communication, design, and fundraising.

Through most of the summer, the intern will have a very active schedule that will allow the intern to gain great experience assisting with program implementation at a local non-profit organization. Additionally, those interested in community development, economic development or the visitor industry may also be interested in applying. The Events and Marketing Intern will report directly to the Executive Director, and will work closely with other staff and GLACC committees.

We are seeking someone who is good natured and is able to multi-task all while enjoying the experience. To apply, please contact Roberta Martin at 920-294-3231 or martin.roberta86@gmail.com.
Green Lake Festival of Music – Workshop Coordinator Intern
Green Lake, WI
Purpose: To be the support liaison between the Festival Director, Workshop Artistic Directors, Camp Counselors, and Workshop Participants

Term of employment: Two months: mid June!– Aug. with consulting days in April & May 25
30 hours per week; $9.00 per hour

Responsibilities: • Oversee communications between the above parties
• Ensure smooth transportation for workshop participants to and from events during the Festival
• Create and manage the Chamber Camp and Choral Institute schedules!
• Lead the daily Chamber Camp meetings with students, making announcements, answering questions, and problem solving where possible
• Participate in regular staff meetings during the Festival with Festival Director, Executive Assistant, Intern, and Workshop Artistic Directors
• Create content for, and update, Facebook page
• Oversee photography (taking photos and/or helping photographers); Compile photos electronically with Exec. Asst. With input from Workshop Artistic Directors, Festival Director, and Executive Assistant.

For more information or to apply, please contact Lelia Ziebell at 920-748-9398 or at leliaziebell@gmail.com.
Growing Oshkosh – Education & Outreach Intern

Oshkosh, WI

Growing Oshkosh is a 501c3 educational organization-and organic, urban farm-located at the Hooper Community Center in Oshkosh, WI. Our mission is to sow, grow and share sustainable fish, food, flowers, jobs, and hope! Our vision is to create a wide-ranging and diverse network of gardens and other edible landscapes in partnership with those agencies and organization’s serving Winnebago County’s most vulnerable citizens, primarily: youth and students, single moms and families, the elderly; and the unemployed/underemployed.

This position entails working in a variety of capacities, but most notably in the areas of education, outreach, and communication. Intern will be responsible for researching and collating information on a wide assortment of urban ag/local food topics. Intern will also be responsible for writing copy for educational handouts, brochures and other publications.

Intern may also be responsible for manning exhibit and/or expo booths during conferences and other events, as well as at other educational, community-based outlets.

The intern will develop skills in an emerging new social enterprise industry-urban agriculture. Not only will they learn how an organic, urban farm is managed and organized, but also how the educational organization itself, and our mission, is carried out. Students will also develop the skills necessary to promote a non-profit’s mission and vision, and play a major role in carrying out those endeavors.

For more information, please contact Dani Stolley at (920) 420-4104 or at danistolley@yahoo.com.
Lakeshore Chinooks – Multiple Internships Available for Summer 2015

Grafton, WI

The Lakeshore Chinooks’ internship program is currently offering the following experiences (click links for position description):

- Accounting Internship
- Marketing & Operations Internship
- Photography Internship
- Ticket Sales Internship
- Webcast Internship
- Communications & Journalism Internship

For more information, please contact Ashley Sugden at 262-618-4659 or ashleys@lakeshorechinooks.com.
Little White School House – Museum Intern

Ripon, WI

Summary: Perform various duties that are associated with a non-profit organization and museum. Develop job-related skills while serving the Ripon community and beyond in administering the operational functions and the promotion of the museum.

Reports to: Vice President of the Republican Party Birthplace Museum Board of Directors

Status: Part-time at approximately 20 hours per month

Responsibilities:
1) Maintain and further develop the Friends of the RPBM program (name list, donations, database, correspondence, newsletter, etc.)
2) Social Media coordinator (Facebook, website, etc.)
3) Editor of quarterly e-newsletter
4) Marketing the RPBM
5) Responding to inquiries by phone, email, etc.

Qualifications:
1) DreamWeaver website program experience preferred
2) Technology savvy in Word, Excel, Outlook, and Facebook
3) Communication skills (writing, public speaking)
4) Organizational skills
5) Interpersonal skills
6) Marketing and history experience a plus
7) College sophomore or junior status is preferable

Send letter of interest and resume to RPBM Board member Rick Coles at colesr@ripon.edu.
Maplecrest – Quality Improvement Intern

Ripon, WI

**Quality Improvement Intern**: Under the direction of the Executive Director, the Quality Improvement Intern will participate in the development and leadership of the quality improvement program. Goals of the quality improvement program are to motivate employees in providing quality care and services to residents and maintaining a high level of customer satisfaction.

**Quality Improvement Program**

Represent the facility as an active member of the Quality Improvement Committee.
Represent the residence to the community, family members, and visitors and develop positive relations with all customers.
Establish quality indicators and benchmarks.
Assist in data collection. Analyze data and report necessary data to CHSRA.
Participate in the Peer Partner program through the Wisconsin Assisted Living Program.
As a member of the Quality Improvement Committee, establish objectives and time frames for quality improvement projects.
Create standards for our program and criteria for the standards. Review best practices in the assisted living industry and determine how our organization can best achieve them.
Work with the Executive Director to create/revise policies and procedures in conjunction with the established standards.
Develop and implement standard operating practices that support the quality initiatives.
Educate staff on the new policies and practices to ensure practices and standards are understood, implemented and meet the needs of the residents.
Develop plan for evaluating whether or not the new standards are effective in achieving desired outcomes.
Develop plan for sustaining success.

For more information please contact Chad Liptow at (920) 748-7300 or (920) 745-2959.
Mercury Marine – Marketing Associate Intern

Fond du Lac, WI

Mercury Marine is an industry leading $2 billion global business. We are the world’s largest developer and manufacturer of a broad range of marine propulsion systems for recreational and commercial applications. We employ 5000 employees globally with approximately 3000 employees in Wisconsin. We have 80 facilities in 22 countries.

Responsibilities: Provide support for marketing in the areas of social/digital media, branding, market analysis, trade shows, advertising, internal/external public relations and communications. Hours are flexible. Students could expect to learn:

1. How a business manages and creates internal/external communications and media relations
2. How a business goes to market with a new product
3. How a business uses and deploys marketing techniques and strategies to gain market share

For more information, please contact Kurt Langel at (920) 924-1327 or kurt.langel@mercmarine.com.
Orthletek – Marketing Assistant

Milwaukee, WI

This internship is for an individual to help in different aspects of marketing for a busy acupuncture and pedorthic practice (making custom orthotics) in a wellness center on Milwaukee's East side. Duties include assisting in organizing and implementing both a digital and direct marketing plan to help with the growth of this medical practice. This position also includes a minor amount of office and clerical work. We will be putting together a series of workshops and will need assistance in social media/internet marketing as well as direct marketing to the target audience.

Position requires 20-25 hours per week, schedule can be flexible. It is important to have transportation around the Milwaukee area, there will be multiple locations that will be used. The student should be organized, outgoing and willing to learn. Digital and social media knowledge is a plus but not required. Communication skills and creativity are also important, but most important is a good attitude and willingness to work with others.

The student should expect to come away with a greater knowledge of how a successful modern medical practice functions, increased skills in digital and internet based marketing (including website design, video production, social media marketing), improved communication skills, teamwork, creative thinking and problem solving.

To apply, please contact Jonathan Ferris at (262) 514-3177 or orthletek@gmail.com.
Oshkosh Zoological Society

Oshkosh, WI

Are you interested in outdoor education in a beautiful setting along the shores of Lake Winnebago? Educational intern positions at the Menominee Park Zoo in Oshkosh are available for a mature, self-motivated, and enthusiastic individual with their own transportation. Primary duties include presenting 30-45 minute educational programs for the public using props (antlers, skulls, skins etc.), games for children, and occasionally the educational animals themselves (Hedgehog, Russian Tortoise, Blue and Gold Macaw, Chinchilla). Intern will be present programs two days a week. Interns are asked to post their experiences on the Oshkosh Zoo Society Facebook page once a week, and to volunteer at Conservation Carnival, an educational event held at the zoo in August. Additional duties may include care of education animals (cleaning cages and food preparation), upkeep of grounds, enrichment, or assisting keepers. The intern will be required to make weekly postings to the Oshkosh Zoological Society's Facebook page about their experiences. The intern will be required to attend one monthly meeting of the OZS board of directors which is held the third Tuesday of every month from 5-6:30pm at the Oshkosh Area Community Foundation Boardroom in Oshkosh. Four positions are available and two will start in April and two will start in May. All internships will end in August. Exact dates will be arranged after the intern is selected.
Outagamie County Regional Airport – Marketing Intern
Appleton, WI

Description
This is a big year for the Outagamie County Regional Airport. Not only is our name changing to Appleton International Airport, it’s also the airport’s 50th year anniversary! Here is an opportunity to work with a fun, dynamic airport staff during a unique time in the Airport’s history. Internship hours per week: 20 – 30 hours (varies, includes 1 evening per week for special events, 1 Saturday per month)

Responsibilities
- Play a key role in event planning for the airport’s name change and the 50th anniversary celebration on August 21 & 22; coordinate supplies for name change and re-branding
- Plan ice cream events throughout the Fox Cities and represent airport at these events to promote airport/airlines, to increase passenger traffic and awareness of airport
- Develop a pilot Google AdWords campaign, monitor and improve during campaign, report on results
- Assist marketing manager and staff to support airport marketing programs
- Develop a customer survey, interview passengers daily/weekly, and report on survey findings

Requirements
- Pursuing a degree in Marketing, Business, Communication or related field
- Available to work through August 22nd
- Able to pass a background check and receive a SIDA badge
- Demonstrate excellent written and verbal communication
- Previous experience in a customer service role
- Should be open-minded, a fast learner, able to adapt to a fast-changing environment
- Knowledge or interest in Aviation/Travel industry a plus

What you will learn from this experience
You will take on several key projects and see them to conclusion, and build a portfolio of your results. You will learn ‘insider’ travel knowledge and get to experience the daily operation of the airport as a member of our team. You’ll experience the love our community has for the airport as you represent us in the community. Your last week here will be unforgettable as you help us roll out our new name, new branding, and assist in our 50th anniversary celebration.

To Apply
Send resume and cover letter to:
Patrick Tracey
Marketing Manager
ptracey@atwairport.com

920-968-5757
Pilgrim Center – Historical/Curatorial Intern

Green Lake, WI

United Church Camps Incorporated is seeking an individual to assist in gathering the histories and stories of our outdoor ministry. There have been numerous previous attempts; however, often excluded all of the sources and artifacts that describe our journey. These attempts have left our artifacts and documents in different stages of organization and preservation. There are many stories of our sacred spaces that still need to be captured through interviews and conversations. The goal of this internship position is to organize, preserve, gather, and start, in collaboration with the Directors of Outdoor Ministry, a method of presentation and documentation of this story.

The structure of this position is negotiable. The internship start date will be mutually agreed upon with the intern, and the position will continue until the completion of the project. For more information, please contact Mike Klemp-North, PhD, at (920) 748-6750 or mike@ucci.org.
Ripon College – Business Office Intern

Ripon, WI

The Ripon College Business Office is looking for an intern to assist our team across a variety of accounting functions including accounts payable, accounts receivable, cash receipts, payroll processing and general ledger. There are two primary areas of responsibility:

- Documentation – Updating the department’s procedure manuals for software upgrades and process improvement.
- General accounting – Assisting with bank reconciliations, general ledger account reconciliations, and preparation of work papers for the Ripon College year-end audit.

This position requires a high degree of confidentiality, strong attention to detail and the ability to work independently. Experience with Microsoft Excel, Word, and Adobe Acrobat Pro software a plus.

To apply send resume and two references to Katy Kussrow at kussrowk@ripon.edu.
Plan and Organize an Employee Health/Safety Fair

The Fair will not take place until November, during the College’s Open Enrollment period. Employees are required to have a Health Risk Assessment done every two years and this fall will be the 2nd year. Ripon Medical Center performs the HRAs and that can be a part of this Fair.

A. Ask exhibitors, clinicians, and other people working in the Fair to reserve the selected date.
B. Provide a written confirmation to exhibitors and include the following information:
   a. date of event
   b. time (to set up booth and hours open to employees)
   c. location (include a map)
   d. general guidelines
   e. booth signs (provided by either committee or exhibitor)
   f. remind exhibitors to bring special equipment, such as extension cords, three-prong adapters, etc.
   g. ask exhibitors about space and electrical requirement
C. Order handouts from the American Heart Association, Red Cross, American Diabetes Association, etc.
D. Duplicate printed materials (registration forms, evaluation forms, publicity printing, etc.)
E. Locate and line up needed equipment (chairs, tables, and other necessary supplies).
F. Draw a floor plan. Consider traffic flow and lines for screening, location of electrical outlets and space requirements for each booth. Provide the floor plan to each exhibitor.
G. Select dates and times and secure location for the Health Fair.

Examples of Fair Booths
- Blood Pressure Screenings.
- Cholesterol Screenings.
- Back Health, hosted by a local chiropractor.
- Bicycle and Pedestrian Safety.
- CPR & First Aid Demonstrations by EMTs, with ambulance tour.
- Dental Care, hosted by local dentist or dental hygienist.
- Handwashing Importance, using glitter, one bowl with soap and water, and one bowl with just water, demonstrating that “germs” (glitter) is easier to remove with soap and water than with water alone.
- Poisonous Animal Awareness hosted by Poison Control or local veterinarians.
- Skin Cancer Prevention, hosted by dermatologist.
- Tobacco Use Prevention.

Example Health Fair Presentations
Think about hosting presenters on topics like these:
- Healthy Grocery Shopping and Diet, presented by a nutritionist.
- Healthy Cooking, presented by a local chef.
- The Benefits of Stretching, presented by a fitness instructor, coach, or gym teacher.
- Healthy Relationships, presented by a psychiatrist, psychologist, or psychotherapist.
- Alternative and Eastern Medicines, presented by an acupuncturist, massage therapist, or herbalist.
- Home Remedies, presented by a wise and practical member of your community.

For more information, please contact Jennifer Franz at (920) 748-8192 or franzj@ripon.edu.
Sodexo – Sustainability Intern

Ripon, WI

A suitable intern will be able to accomplish sustainability actions of maintaining the hoop house and tower gardens to produce food for use in the Commons between May and August. Additionally, the intern will perform additional duties as needed, including the transportation of cardboard and compost to facilities near the Physical Plant Department. The number of hours per week will be 30. The wage offered will be $8/hour. Training will be provided.

Main Responsibilities

- Hoop house
  - Plant and water crops
  - Remove weeds
  - Harvest produce
  - Other obligations as necessary
- Tower gardens
  - Care for plants
  - Harvest produce and herbs
  - Add water and nutrients as needed
  - Balance pH level
  - Maintain the aesthetic appearance of the towers
- Compost and Cardboard
  - Transport compost and cardboard to proper locations
  - Maintain compost bins
  - Answer staff questions about compost

Necessary Requirements:

- Valid driver’s license
- Ability to work up to 30 hours per week
- Ability to work independently
- Good physical condition

Additional Preferred Qualifications:

- Gardening/crop production experience
- Experience or knowledge of composting process
- Knowledge of food preparation sanitary guidelines

For more information or to apply, please contact Sarjit Singh at 920-312-8088 or at singhs@ripon.edu.
Society Insurance – Various

Fond du Lac, WI; Various
Cultivating the next crop of insurance professionals is one of the most important things we do at Society. We work side-by-side with interns to equip them with the skills they need to be successful in our industry. We offer internships across a variety of departments, including everything from client claims to underwriting.

After sharpening their skills as members of our team, interns have the opportunity to sit down with Society President and CEO Rick Parks and Senior Vice President and COO Bill Reeves to discuss their experience and chart the next steps in their careers.

When selecting intern candidates, we look for insurance-minded business students in their junior year of college. A potential intern needs to be resourceful, customer focused, motivated and adept at professional communications.

Society internships are paid and can be taken for class credit. We offer both full-time summer internships and part-time internships during the school year.

Please click here to check out current internship positions.
Solutions Center Shelter & Support Services

Fond du Lac, WI

Solutions Center serves victims of homelessness and domestic violence, operating four shelters, providing domestic violence counseling and offering general advocacy and support to those in need.

Duties and Responsibilities:

- Help to maintain structure and order in the shelter
- Answer phones and monitor entrances
- Provide general domestic violence and homeless information callers and guests
- Assist with in-take and orientation of new clients and weekly harmony meetings
- Distributes and inventories supplies to guests
- Read daily logs and record information as needed
- Maintain confidentiality at all times

Additional Duties and Responsibilities:

- Assist with general office tasks
- Provide receipts for donations
- Sort, store or organize donations
- Other duties as assigned

Qualifications:

- Sensitivity to the needs of low-income, culturally diverse, mentally ill, and victims of abuse
- Excellent organizational and interpersonal skills
- General computer knowledge
- Ability to work both independently and cooperatively with others
- Must be capable of lifting up to 30 pounds and walking up and downstairs

Shifts:

Shifts would start at 4 or 5pm and go until 8 or 9pm Monday through Friday, two to five days per week.

To apply, please contact Karla Breister at (920) 923-1743 or kbreister@solutionsfdl.com.
Thrasher Opera House – Arts Administration Internship

Green Lake, WI

Thrasher’s mission is to promote the arts and the power of live performance, provide a community gathering place, and preserve the historic Thrasher Opera House. Student will learn about many aspects of arts administration and evaluation. Student will do research and help write press releases for events. Student will also help in box office handling money and using customer service skills. Great opportunity to learn about running a nonprofit organization, including budgeting, accounting, fundraising, record-keeping, and donor outreach. Ideal candidate will have a passion for music and the arts. Looking for excellent written and oral communication skills; proficiency with social media and familiarity with website work; proficiency with Microsoft Office, QuickBooks, DonorPerfect (database), Adobe InDesign a plus. Ability to lift up to 30 pounds.

For more information, please contact Maria Dietrich or Martha Janz at 920-294-4279 or info@thrasheroperahouse.com.
TriArch Inc.

Ripon, WI

**About Triarch**: Founded in 1926 by George H. Conant, Ph.D., Triarch now employs 15 persons representing more than 400 years of cumulative experience in slide-making and service. Three generations of Conants have been involved, Paul Conant working since 1957, and Catherine Conant since 1989.

Our laboratory building, built in 1965, is a two-story, completely air-conditioned structure with 12,000 square feet of floor space, plus green-house facilities. It is located on a 48 acre site bordering a wooded wildlife refuge, and has numerous gardens, tree plantings, and a stream, all of which are useful in supplying specimens for slide-making.

**About the Internship**: Learn of variety of histology slide making techniques. A great experience for pre-med students. Potential continued flexible employment upon successful completion of the internship.

**Beneficial skills**: Patience, Detail oriented, self-motivated independent individuals with an interest in physiology and histology. Beneficial courses: Bio 210, 211, 312, and 327 (not required)

If interested, please contact Donna Charley-Johnson at (920) 748-1442 or stonehousezoologist@gmail.com.
Volunteer Center of East Central Wisconsin

Appleton, WI

The Volunteer Center of East Central Wisconsin is seeking a Graphic Design & Marketing Intern to assist in promotion and design of clear, engaging graphic communications in line with the culture and brand of the Volunteer Center for print and web.

The intern will report directly to the Marketing & Special Events Director and work closely with other team members at the Volunteer Center including staff, board members and volunteers.

This is a 6 or 12 month internship (other arrangements considered: Summer only, fall semester only, spring semester only). Intern must have completed their sophomore year at a higher education institution. 15-20 hours per week. Typically 2 to 3 days/week, schedule is negotiable between the hours of 8:30 a.m. and 5:00 p.m.

To apply, submit resume and cover letter to kristin.cates@volunteercenter.net. If available, please include digital samples of portfolio work and URLs to any professional social media accounts you manage or contribute to that are not personal sites.
Wildlife Science Center Internship Program
Columbus, MN

The Wildlife Science Center Internship Program is designed to provide technical or college level student interns with practical learning experiences and provide the opportunity for interns to consider entering or furthering careers in biology, wildlife management, development and education. Wildlife Science Center internships are available to undergraduate juniors and seniors, recent graduates and graduate students.

In most instances, student interns are upper division majors or minors in the areas of biological sciences, pre-veterinary medicine, education, development or related disciplines.

Internships are offered in the areas of animal management, development and education. Applications are accepted year round. All internships run 10 to 14 weeks with a 20 to 40 hour commitment. All internships are unpaid* except for the Wildlife Science Center’s Wolf Camp internship (Wolf Camp is the Wildlife Science Center’s summer camp program opportunity – please contact WSC for more details.)

Wildlife/Animal Management – assist staff with daily maintenance chores (i.e. feeding, watering, cleaning enclosures, processing roadkilled deer, etc.), assist staff with maintaining daily records, assist with the construction of any new enclosures or other projects, and assist staff with maintenance and security of facility and grounds.

Education – assist staff with education programs including Saturday tours, wolf howl bonfires, school and other educational group programs, overnight wolf programs, offsite wildlife programs and public events.

To apply, please visit http://www.wildlifesciencecenter.org/intern-application/.

*Eligible students can get paid through the Great Lakes Internship Grant
Wisconsin High School Forensics Association – Historic Records Curator Intern

Ripon, WI

The Wisconsin Lyceum Society, as it was named at its founding in 1895, was the first state organization of its kind in the country, serving middle and high school activities in theatre, speech, and debate. We were originally administered by the University of Wisconsin (Madison), but 21 years ago, were shifted to an independent nonprofit, loosely aligned with a state agency that provides K-12 education services.

The intern would organize and index historic records (newsletters, meeting minutes, event programs, correspondence, etc.), followed by culling key developments over the 120-year history of the organization to compile a narrative history. Further development of an online “museum” showcase of artifacts, such as photographs, or scanned documents could be an ongoing project. Should have basic familiarity with word processing, email. Familiarity or willingness to learn scanning processes is helpful.

The student will learn the value of preserving and chronicling historical records. Many organizations with a rich history, such as ours, simply keep boxes upon boxes of archival materials, yet those served by the organization lack an understanding or awareness of its history. Moreover, decision-makers are destined to repeat past mistakes or overlook successes when they are not aware of an organization’s experiences in those arenas. The student also would be exposed to a business/office environment, and inner workings of a 501(c)3 nonprofit organization.

For more information, please contact Adam Jacobi at (920) 710-1895 or adam@whsfa.org.
Wisconsin High School Forensics Association – Marketing Intern

Ripon, WI

The Wisconsin Lyceum Society, as it was named at its founding in 1895, was the first state organization of its kind in the country, serving middle and high school activities in theatre, speech, and debate. We were originally administered by the University of Wisconsin (Madison), but 21 years ago, were shifted to an independent nonprofit, loosely aligned with a state agency that provides K-12 education services. We serve public, private, and charter schools.

In a time when budget cuts in education have begun to squeeze out classes and activities that are not seen as “core,” creative and performing arts activities like theatre, speech (forensics) and debate are suffering. Tired, overstretched educators are less interested in “taking on more,” which can challenging to nonprofit, membership organizations like ours, who are trying to promote more student engagement.

We are looking to extensively survey our constituency of educators around the state, research and aggregate data pertaining to participation in similar activities in schools, and determine how our organization can best meet schools’ needs, and make structural changes necessary to best facilitate services to schools. This internship is designed for the most motivated students, who have an entrepreneurial spirit and tenacity for “thinking big” and “outside-the-box.”

The intern will learn the importance of gathering data pertaining to constituents of a membership-based organization, to better help that organization make data-driven decisions. The intern will work collaboratively with the Executive Director to design and implement means for gathering data, for communicating and marketing to potential respondents, and following up as necessary to achieve the deepest possible picture on the state of theatre, speech (forensics), and debate participation in the state, and degree of market penetration of membership in the WHSFA.

For more information, please contact Adam Jacobi at (920) 710-1895 or adam@whsfa.org.
WisconSibs (formerly known as Fox Valley Sibling Support Network) – Communications/PR Intern

Appleton, WI

WisconSibs, Inc (formerly known as Fox Valley Sibling Support Network) is dedicated to children, teens, and adults who have siblings with disabilities. We aim to help siblings feel less isolated and more empowered when it comes to unique issues they care about as siblings. Whether they are involved as a child, teen or adult, WisconSibs programs focus on siblings networking with others who share similar joys and concerns and connecting with sources of information they need in their unique roles.

Job Overview:

WisconSibs is looking for an intern to help out with marketing communications as it builds awareness of its new brand and expands throughout the state of Wisconsin.

Job Description:

WisconSibs has an opportunity to help develop your PR and communications skills while working in a nonprofit setting. The duties and responsibilities of this job include:

- Help build its new brand as WisconSibs
- Develop a promotional strategy for ongoing WisconSibs programs, including writing ads, articles, etc.
- Shoot and edit a video for Facebook and other uses
- Publish a monthly or quarterly newsletter (SibNews)(assist in copywriting, editing, proofing and distribution)
- Social media content development and analytics
- Develop events and autoresponse messages for Constant Contact
- Develop and execute promotion for special events and fundraisers
- Update website, social media
- Organize gatherings at the 211 E. Franklin building for parents, siblings, professionals, etc.
- Schedule speaking engagements and media appearances
- Other duties as assigned

Job Qualifications:

- Must be a college Junior or Senior attending college for communications, PR, marketing or related field.
- The length of this internship will be at least one semester, but a full year is preferred. We ask that an intern is able to work 10 hours per week between the hours of 9 am – 4 pm.
- Understand Microsoft suite and WordPress
- Strong communications skills, both written and verbal

How to apply: Submit your resume and cover letter to Harriet Redman, Executive Director at info@wisconsibs.org. Please use the subject line Communications Intern.