

Community Partnerships Catalog

American Red Cross Greater Phoenix

Volunteers Disaster Services Intern

4747 N. 22nd Street Suite 100

Phoenix, AZ 85016

Organization contact: Ashley Fairchild, Disaster Workforce Engagement Manager

Organization website: <http://www.redcross.org/az/phoenix>

Number of internships available: 4

Type of internship: Unpaid

Travel percentage: 10%

Description of internship: To develop volunteers for the purpose of preparing the community and building the capacity to respond to those affected by disaster.

Preferred education and experience:

- Enrolled in a degree seeking program at an accredited college or university
- Able to work under high stress
- Strong verbal and written communication skills
- Basic computer literacy skills
- Interest in the mission of the American Red Cross
- Bilingual Spanish is a plus

Define specific learning objectives and skills intern(s) will gain from this experience:

- Represent the Red Cross in an official capacity
- Exposure to non-profit and humanitarian organizations
- Experience in project management
- Disaster relief experience
- Networking opportunities

List specific projects/assignments the intern will work on:

- On-boarding new disaster volunteers
- Assist volunteers in acquiring disaster jobs
- Manage preparedness programs (Pillowcase Project & Home Fire Campaign)
- Schedule preparedness events
- Train preparedness volunteers
- **Provide disaster preparedness education to the community**

How to apply: Email a resume and a brief essay on why you would like to be an American Red Cross Volunteer Disaster Intern to Ashley.fairchild@redcross.org.

Arizonans for Children

Tutor/Mentor Intern

- 1112 W. Camelback Rd, Phoenix, AZ 85013
- 8726 W. Olive Peoria, AZ 85345
- 1020 N. Horne Mesa, AZ 85203

Organization Contact(s):

- Executive Director, Annie Ansell, az4children.annie@gmail.com
- Supervised Visitation Coordinator, Irina Kuchinskaya, az4children.sv@gmail.com

- Supervised Visitation Assistant, Cesar Meraz, az4children.cesar@gmail.com
- Visitation Center Coordinator, Carena Ayala, az4children@gmail.com
- Tutor/Mentor Coordinator, Rain Hernandez, az4children.rain@gmail.com
- Tutor/Mentor, Accounts Coordinator, Sadie Bohr, az4children.sadie@gmail.com
- Kids Enrichment: Dance, Sewing, Craft, Cooking, Financial Literacy, Natalie Ansell, az4children.natalie@gmail.com

Organization website: <http://www.arizonansforchildren.org/>

Number of internships available: Open

Type of internship: Unpaid

Travel Percentage: Varies

Description of internship: Take the lead in supporting a young person through an ongoing, one-to-one relationship and serving as a positive role model and friend. Build the relationship by planning and participating in activities together, while striving for mutual respect and building self-esteem and motivation. Help set goals and work toward accomplishing them. Tutor/mentors will assist their mentee in developing academic and behavioral goals and setting rewards for the achievement of those goals. Goals should be put in writing and submitted to AFC. Tutor/mentors will also track and report progress and results to AFC. Students are welcomed to work in pairs.

Preferred education and experience:

- Verbal and written communication skills
- Nonobjective sense of judgment
- Time flexibility
- Mindful of foster youth

Projects/assignments the intern will work on: Projects and assignments will vary upon the program and current needs, as well as personal student goals.

Skills interns will learn in position:

- Collecting resources for the Resource Wall that provides clients with necessary resources to succeed
- Generating monthly low-cost activity lists for the Tutor/Mentors and Mentees
- Preparing materials for our Educational Courses
- Facilitating, supervising and participating in Dance/Cooking/Sewing/Craft Courses
- Facilitating, supervising and participating in Financial Literacy Class
- Working at the Visitation Center
- Assisting at Special Events
- Supervising, monitoring, and documenting observations of Parent-Child Visitations
- Active listening and observational skills
- Composing court approved reports for Supervised Visitation Coordinator
- Tolerance of cultural, religious, racial, and social differences
- Individual leadership and management skills

How to apply: Complete online application: <http://www.arizonansforchildren.org/page/volunteering-with-arizonans-for-children> and directly contact one of the Coordinator's listed above.

Arizonans for Children

Visitation Center Intern

- 1112 W. Camelback Rd, Phoenix, AZ 85013
- 8726 W. Olive Peoria, AZ 85345
- 1020 N. Horne Mesa, AZ 85203

Organization Contact(s):

- Executive Director, Annie Ansell, az4children.annie@gmail.com
- Supervised Visitation Coordinator, Irina Kuchinskaya, az4children.sv@gmail.com
- Supervised Visitation Assistant, Cesar Meraz, az4children.cesar@gmail.com
- Visitation Center Coordinator, Carena Ayala, az4children@gmail.com
- Tutor/Mentor Coordinator, Rain Hernandez, az4children.rain@gmail.com
- Tutor/Mentor, Accounts Coordinator, Sadie Bohr, az4children.sadie@gmail.com
- Kids Enrichment: Dance, Sewing, Craft, Cooking, Financial Literacy, Natalie Ansell, az4children.natalie@gmail.com

Organization website: <http://www.arizonansforchildren.org/>

Number of internships available: Open

Type of internship: Unpaid

Travel Percentage: Varies

Description of internship: Facilitate the visitation centers to provide a safe place and space for families to spend quality family time with one another. Responsibilities include greeting and signing in our families and their visitation supervisor(s). Providing tours of the visitation center, maintaining and minor cleaning of the facility post visitations. Provide accessible resources and information, provided by the visitation center, to aid families in an enriching visitation experience. Our visitation centers are located in East Mesa, Phoenix, and Peoria.

Preferred education and experience:

- Verbal and written communication skills
- Nonobjective sense of judgment
- Time flexibility
- Mindful of foster youth

Projects/assignments the intern will work on: Projects and assignments will vary upon the program and current needs, as well as personal student goals.

Skills interns will learn in position:

- Collecting resources for the Resource Wall that provides clients with necessary resources to succeed
- Generating monthly low-cost activity lists for the Tutor/Mentors and Mentees
- Preparing materials for our Educational Courses
- Facilitating, supervising and participating in Dance/Cooking/Sewing/Craft Courses
- Facilitating, supervising and participating in Financial Literacy Class
- Working at the Visitation Center
- Assisting at Special Events
- Supervising, monitoring, and documenting observations of Parent-Child Visitations
- Active listening and observational skills
- Composing court approved reports for Supervised Visitation Coordinator
- Tolerance of cultural, religious, racial, and social differences
- Individual leadership and management skills

How to apply: Complete online application: <http://www.arizonansforchildren.org/page/volunteering-with-arizonans-for-children> and directly contact one of the Coordinator's listed above.

Arizonans for Children

Education Program Intern

- 1112 W. Camelback Rd, Phoenix, AZ 85013
- 8726 W. Olive Peoria, AZ 85345

- 1020 N. Horne Mesa, AZ 85203

Organization Contact(s):

- Executive Director, Annie Ansell, az4children.annie@gmail.com
- Supervised Visitation Coordinator, Irina Kuchinskaya, az4children.sv@gmail.com
- Supervised Visitation Assistant, Cesar Meraz, az4children.cesar@gmail.com
- Visitation Center Coordinator, Carena Ayala, az4children@gmail.com
- Tutor/Mentor Coordinator, Rain Hernandez, az4children.rain@gmail.com
- Tutor/Mentor, Accounts Coordinator, Sadie Bohr, az4children.sadie@gmail.com
- Kids Enrichment: Dance, Sewing, Craft, Cooking, Financial Literacy, Natalie Ansell, az4children.natalie@gmail.com

Organization website: <http://www.arizonansforchildren.org/>

Number of internships available: Open

Type of internship: Unpaid

Travel Percentage: Varies

Description of internship: Interns will offer support in the following programs: Justice League Program, Financial Literacy Program, Dance Courses, Cooking, Craft, and Sewing Courses. This internship will provide you with valuable insight into the foster care system as well as an in-depth look into all areas of our organization and the nonprofit world at large.

Preferred education and experience:

- Verbal and written communication skills
- Nonobjective sense of judgment
- Time flexibility
- Mindful of foster youth

Projects/assignments the intern will work on: Projects and assignments will vary upon the program and current needs, as well as personal student goals.

Skills interns will learn in position:

- Collecting resources for the Resource Wall that provides clients with necessary resources to succeed
- Generating monthly low-cost activity lists for the Tutor/Mentors and Mentees
- Preparing materials for our Educational Courses
- Facilitating, supervising and participating in Dance/Cooking/Sewing/Craft Courses
- Facilitating, supervising and participating in Financial Literacy Class
- Working at the Visitation Center
- Assisting at Special Events
- Supervising, monitoring, and documenting observations of Parent-Child Visitations
- Active listening and observational skills
- Composing court approved reports for Supervised Visitation Coordinator
- Tolerance of cultural, religious, racial, and social differences
- Individual leadership and management skills

How to apply: Complete online application: <http://www.arizonansforchildren.org/page/volunteering-with-arizonans-for-children> and directly contact one of the Coordinator's listed above.

Arizonans for Children

Supervised Visitation Intern

- 1112 W. Camelback Rd, Phoenix, AZ 85013
- 8726 W. Olive Peoria, AZ 85345
- 1020 N. Horne Mesa, AZ 85203

Organization Contact(s):

- Executive Director, Annie Ansell, az4children.annie@gmail.com
- Supervised Visitation Coordinator, Irina Kuchinskaya, az4children.sv@gmail.com
- Supervised Visitation Assistant, Cesar Meraz, az4children.cesar@gmail.com
- Visitation Center Coordinator, Carena Ayala, az4children@gmail.com
- Tutor/Mentor Coordinator, Rain Hernandez, az4children.rain@gmail.com
- Tutor/Mentor, Accounts Coordinator, Sadie Bohr, az4children.sadie@gmail.com
- Kids Enrichment: Dance, Sewing, Craft, Cooking, Financial Literacy, Natalie Ansell, az4children.natalie@gmail.com

Organization website: <http://www.arizonansforchildren.org/>

Number of internships available: Open

Type of internship: Unpaid

Travel Percentage: Varies

Description of internship: As a Supervisor of a visit between parent and child(ren), you will be taking notes, writing a report and sending it to supervisor coordinator to send to the judge. Working hands on with the families.

Preferred education and experience:

- Verbal and written communication skills
- Nonobjective sense of judgment
- Time flexibility
- Mindful of foster youth

Projects/assignments the intern will work on: Projects and assignments will vary upon the program and current needs, as well as personal student goals.

Skills interns will learn in position:

- Collecting resources for the Resource Wall that provides clients with necessary resources to succeed
- Generating monthly low-cost activity lists for the Tutor/Mentors and Mentees
- Preparing materials for our Educational Courses
- Facilitating, supervising and participating in Dance/Cooking/Sewing/Craft Courses
- Facilitating, supervising and participating in Financial Literacy Class
- Working at the Visitation Center
- Assisting at Special Events
- Supervising, monitoring, and documenting observations of Parent-Child Visitations
- Active listening and observational skills
- Composing court approved reports for Supervised Visitation Coordinator
- Tolerance of cultural, religious, racial, and social differences
- Individual leadership and management skills

How to apply: Complete online application: <http://www.arizonansforchildren.org/page/volunteering-with-arizonans-for-children> and directly contact one of the Coordinator's listed above.

Arizona State University, Communication Assessment and Learning Lab (CALL)**CALL ASU Online Intern**

4701 W. Thunderbird Rd

Glendale, AZ 85306

Organization Contact: Bonnie Wentzel, Faculty Director

Organization website: <https://newcollege.asu.edu/call>

Number of internships available: 2

Type of internship: Unpaid

Travel Percentage: 0%

Description of internship: Interns will assist CALL faculty director in the preparation of the ASU Online public speaking program.

Preferred education and experience: Current undergraduates with CALL experience.

Projects/assignments the intern will work on: Interns will design “branding” for the Communication Assessment Learning Lab in This will involve developing color scheme, fonts, music, formatting and content of opening and closing credits. Additionally, interns will research how other institutions teach public speaking online, make recommendations regarding the ASU Online program. Finally, during the second half of the semester, interns will edit video for ASU Online program and “test drive” specific modules to measure ease of use, clarity, and effectiveness of teaching modules.

Skills interns will learn in position: Elements of effective messaging through multimodality, time and project management, working in team situations to meet objectives. Video editing. Exposure to online instructional design.

How to apply: Interested persons should email resume and letter of interest to:
brwentze@mainex1.asu.edu

Arizona State University, Fletcher Library

ASU Libraries Services Intern

P.O. BOX 37100

Phoenix, AZ 85069-7100

Organization contact: Dennis Isbell, Director of Fletcher Library

Organization website: lib.asu.edu

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: Up to 50%

Description of internship: First, all interns will receive orientation to the functions and operations of the Fletcher Library to increase their awareness of the kinds of work academic librarians and staff do as part of their career exploration. The other part of an internship will be project based and could consist of experience in:

- Patron Service;
- Marketing, such as creating and assisting with displays and events, social media, outreach;
- Research, assisting professional Librarians with research based projects;
- Instruction, assisting professional Librarians with instruction projects;
- Collections related projects;
- Digital projects, either instruction, services or digital repository;
- Special Collections, e.g. archives, rare books, special subject collections.

Other projects are possible depending on the activities and opportunities available within the Fletcher Library and the ASU Libraries at the time of a student’s internship.

The projects assigned to interns will depend on:

- intern interest;
- intern skills and abilities (e.g. digital projects may require some specialized skills);
- needs of the Fletcher and ASU Libraries at the time of the internship;
- availability of projects at the time of the internship.

Preferred education and experience: All Undergraduate students are welcomed to apply. Some projects may require certain skills.

Projects/assignments the intern will work on:

See "Description of Internship." Projects and assignments will vary depending on matches between the Libraries' current needs and the interns interests and skills.

Duties include:

See "Description of Internship." Duties will vary.

Skills interns will learn in position: Customer service, catalog organization, digital information, and instructional design

How to apply: Interested persons should email resume and letter of interest to: dennis.isbell@asu.edu.

Arizona State University, New College of Interdisciplinary Arts & Sciences

Marketing Intern

4701 W. Thunderbird Rd
Glendale, AZ 85306

Organization contact: Dave Hunt, Communications Program Coordinator

Organization website: newcollege.asu.edu

Number of internships available: 1

Type of internship: Graphic Design. Course Credit only. Unpaid.

Travel Percentage: 0%

Description of internship: Intern will work with marketing team to design graphics for printed materials, advertisements, social media channels, PowerPoint presentations, etc. Intern will report to the New College Director of Strategic Marketing and Communication.

Preferred education and experience: Current graphic design or arts students.

Projects/assignments the intern will work on: Sample projects include:

Design- Conceptualizing and creating New College marketing materials, designing PowerPoint presentations for faculty and administrators, and designing advertisements

Social Media- Creating a visual images for New College social media campaign, building New College social media audience through the use of graphic design elements, increasing student engagement on social media through imagery

Events- Helping with New College events as needed

Administrative- As needed

Skills interns will learn in position: Creating innovative and eye-catching marketing material, social media images, administrative presentations, and advertisements for multiple media platforms. Strong verbal and written communication skills needed.

How to apply: Submit resume and skill set to Dave Hunt at dave.hunt@asu.edu.

Autopsy & Forensic Services, Inc.

Forensic Intern

2276 W. Periwinkle Way
Chandler, AZ 85248

Organization Contact: Michael Iliescu, MD- Forensic Pathologist

Organization website: www.medexaminer.net

Number of internships available: 2

Type of internship: Unpaid

Travel percentage: 0%

Description of internship:

- Assisting autopsies procedures as an autopsy technician and taking notes
- Assisting in writing the autopsy report, microscopy findings, and following up calls with the families regarding the autopsy findings (these are private autopsies preformed in local funeral homes)
- Reviewing criminal cases autopsy reports, police reports, crime science pictures, and assist in writing a report
- Other types of cases the intern will be exposed to are: medical malpractice, child abuse, and personal injury cases
- The intern may attend court hearings where Dr. Iliescu may be testifying
- Other duties intern students may preform are preparation of shipments to forensic laboratory and clerical duties
- Assisting with editing Forensic Articles
- Very rarely accompany Dr. Iliescu in police evidence room for the review and the documentation of the forensic evidence material
- Opportunities may arise to assist a forensic anthropologist partner in case review of the evidence

Preferred education and experience: No special requirements are needed.

Define specific learning objectives and skills intern(s) will gain from this experience:

- Student will learn autopsy techniques
- Student will learn how to review criminal case evidence
- Student will learn how to evaluate a medical examiner report and other evidence originating from the medical examiner's office
- Student will learn how to review medical records and how to write clinic pathological correlations in the autopsy report
- Student will participate viewing and evaluating evidence material in criminal cases
- Student will learn how to search medical articles

List specific projects/assignments the intern will work on: See description of internship.

How to apply: Send a letter of interest to miliescu@medexaminer.net followed by a brief interview by phone. Please include your phone number in your application letter.

CIMA Law Group, PC

Government Relations Intern

2601 N. 3rd Street- Suite 204

Phoenix, AZ 85004

Organization contact: Ayensa Millan, Chief Executive Officer

Organization website: www.cimalawgroup.com

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: Under the direction of the Director of Government Relations, Interns will assist in the coordination of meetings/projects with clients, city officials, and other key decision makers.

Interns also provide support in preparing and delivering letters and reports, drafting memos and e-mail messages, compiling and maintaining spreadsheets, producing briefing books and materials, research, and administrative and communication tasks.

Preferred education and experience:

- Interest in government relations, law, public policy, political science, or related field
- Ability to work collaboratively in promoting the goals and objectives of the office
- Superior written and oral communication skills
- Creative and strategic thinking
- Ability to work independently
- Ability to perform multiple tasks effectively and efficiently in a fast-paced environment
- Ability to effectively use technology social media
- Business casual dress

Define specific learning objectives and skills intern(s) will gain from this experience:

Interns, specifically, will learn how the private and public sector interact. Interns will learn how each are dependent upon each other for success. Interns will also learn how to communicate with elected officials, staff, and other government/business leaders. Interns will have the opportunity to learn what skill sets are required for success as a government relations professional. Finally, interns will learn about ethics laws that dictate the way the private and public sector interact.

List specific projects/assignments the intern will work on:

Interns will attend meetings with Director of Government Relations. These meetings will include city officials and business leaders. Interns will take part in client conference calls and internal staff meetings. Interns will learn about certain ordinances we are working on with various cities and clients. Interns will provide summaries and staff briefings on assigned projects. These projects will always involve a unique blend of political, administrative, business, and government relations elements. There will be a minimal amount of administrative work as part of the internship.

Key Responsibilities:

- Research and provide input on issues related to our client's needs such as environmental issues, education issues, housing issues, economic development issues, etc.
- Conduct research and track state, local, and federal legislation affecting our clients
- Attending council meetings, hearings, or community meetings/events
- Participating in conference calls with clients and internal staff as necessary
- Assisting in business development opportunities
- Regularly communicate via e-mail and other means with the Director of Government Relations on project updates and other related issues
- Update staff calendar with related events
- General administrative office support as needed

How to apply: Send resume and/or brief letter of interest to: Louie A. Lujan, Director of Government Relations, at louie@cimalawgroup.com

City of Glendale- Department of Engineering

Streetlight Intern

5850 W. Glendale Avenue- Suite 315
Glendale, AZ 85301

Organization contact: Mike Sils-Trausch, Project Manager

Organization website: <http://www.glendaleaz.com/>

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: The Glendale street lighting program is responsible for more than 20,000 street lights located on arterial, collector, and residential streets throughout the city. During the past year, 200 new street lights were added to the system. The program is in the process of assuming maintenance responsibility for an additional 726 decorative pedestrian lights in the downtown area. This internship position has significant program administrative responsibilities to ensure program compliance with city standards and customer service expectations.

Preferred education and experience: Current Arizona State University student. Relevant undergraduate student studies may include: management, political science, construction, civil engineering, government/public service, and urban studies. Ability to use Microsoft Outlook, Excel, and Word, effective with written and verbal communications, excellent attention to detail, and ability to document work progress and manage multiple priorities.

Define specific learning objectives and skills intern(s) will gain from this experience:

- Learn how government agency functions
- Learn how interfaces with other government agencies
- Business communication (external relations with APS and SRP)
- Auditing/validation of information in database
- Improve efficiency
- Identify gaps in data management systems
- Identify and solve problems
- Learn to use technology for monitoring street light system

List specific projects/assignments the intern will work on:

- Contract development following Invitation for Bid procedures
- Audit of SRP and APS street lighting maps to validate or enter pole numbers and resolve inconsistencies between the city's records and those of the utility company
- Monitor contract budget compliance and perform audit of street light repair monthly billings
- Time and labor study for submitting documentation for insurance reimbursements for pole knockdowns
- Tracking locations and repairs of decorative pedestrian lights in downtown Glendale
- Survey of other cities' outdoor lighting codes
- Survey of other cities' development impact fees for street lighting
- Other duties as assigned

Key Responsibilities: Projects and assignments will be related to the city's streetlight program. Other responsibilities will vary upon current departmental needs and student intern goals.

How to apply: Email resume and cover letter to Mike Sills-Trausch at msills@glandaleaz.com.

City of Phoenix

Business Analyst Intern

251 West Washington Street- 6th Floor

Phoenix, AZ 85003-2295

Organization contact: Debbie Cotton, Chief Information Officer

Organization website: phoenix.gov

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$ depends on experience

Travel percentage: None

Description of internship:

The city of Phoenix Information Technology Services Department provides support to the more than 14,500 employees who provide vital programs to our residents. Nationally recognized with the Carl Bertelsmann Award for being a best-run city government, and deemed a “best managed city” by Governing Magazine, and winner of the National Civic League’s “All-America City” five times, the city has also garnered frequent recognition for its technological innovation. In 2014 the Center for Digital Government ranked Phoenix a top-10 digital city for its mobile-responsive web design, online transparency and public records system, and data-based business intelligence among other efforts. For the Business Analyst internship, the selected candidate will have the opportunity to work with staff on a wide range of projects, including:

- Review and document the City’s business processes in order to identify solutions for supporting the business processes using the City’s Enterprise software applications.
- Develop functional specifications for data conversion, interfaces, modifications, and reports using templates provided by the technical support team.
- Develop test scripts to test the configured software and the conversions, interfaces, modifications, and reports.
- Work with IT Development staff to implement custom solutions as required.
- Perform functional testing, system testing, and integration testing of the configured software and the conversions, interfaces, modifications, and reports.
- Assist with the development of end user-training materials and the delivery of training as required.
- Provide troubleshooting support to business users for a variety of application issues and implementation projects.

Preferred education and experience:

- Pursuing a degree in Computer and Information Sciences, Computer Systems Analysis, Business or a related major
- A self-starter with inventive attitude A strong communicator and an energetic team player
- Ability to communicate the value of a project with passion and commitment.
- Aptitude to handle constantly changing goals, priorities and impulses of many stakeholders.
- Recognize that all activities and methods need to be adapted to the specific environment and situation at hand.
- Understand the needs and goals of the organization and can find ways to help them realize the objectives more efficiently.
- Know the importance of having precise and clear details documented and communicated properly, and are adept at managing large amounts of detailed information.

Learning objectives and skills intern(s) will gain from this experience:

- Communication Skills: Gain writing and verbal communication skills; gain ease in talking with clients and coworkers; gain experience and confidence in expressing ideas, practice listening and internalizing/accepting criticism and utilization of positive feedback.
- Strategic planning: Participate in the strategic planning of priorities for the organization and explain how and why they were selected. Learn how the department contributes to meeting the strategic priorities of the organization.
- Test planning: Learn the importance and challenges with application testing within an Enterprise software package.

- Security Administration: Discover the importance of application security administration by following established procedures and administrative functions to build secure systems.

Projects/assignments the intern will work on:

- PeopleSoft Human Capital Management 9.2 application upgrade.
- Security Administration support with our PeopleSoft application.
- Develop functional specifications for data conversion, interfaces, modifications, and reports using templates provided by the technical support team.
- Develop test scripts to test the configured software and the conversions, interfaces, modifications, and reports.
- Assist with the development of end user training materials and the delivery of training as required.
Provide troubleshooting support to business users for a variety of application issues and implementation projects.

How to apply: Send resume and cover letter expressing interest via email to Matthew Heil at matthew.heil@phoenix.gov.

City of Phoenix

Service Desk Strategy Intern

251 West Washington Street- 6th Floor

Phoenix, AZ 85003-2295

Organization contact: Debbie Cotton, Chief Information Officer

Organization website: phoenix.gov

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$ depends on experience

Travel percentage: None

Description of internship:

The city of Phoenix Information Technology Services Department provides support to the more than 14,500 employees who provide vital programs to our residents. Nationally recognized with the Carl Bertelsmann Award for being a best-run city government, and deemed a “best managed city” by Governing Magazine, and winner of the National Civic League’s “All-America City” five times, the city has also garnered frequent recognition for its technological innovation. In 2014 the Center for Digital Government ranked Phoenix a top-10 digital city for its mobile-responsive web design, online transparency and public records system, and data-based business intelligence among other efforts. For the Service Desk Strategy internship, the selected candidate will have the opportunity to work with staff on a wide range of projects, including:

- Review and document the City’s business model and processes in regards to its current service desk(s).
- Research service desk characteristics and strategies of other similar organizations and private-sector companies, as well as industry best practices.
- Analyze alignment of the service desk with ITIL principles.
- Analyze service desk capabilities of the City’s current service desk application, Remedy Force.
- Develop and document a recommended strategy for the City’s enterprise service desk, including staffing levels and skill-sets, disbursement strategy, alignment to ITIL, and sourcing options.

Preferred education and experience:

- Pursuing a degree in Computer and Information Sciences, Computer Systems Analysis, Business or a related major
- Understanding of ITIL principles as they relate to service desk functions
- A self-starter
- A strong communicator and an energetic team player
- Strong analytical skills and ability to manage large amounts of detailed information.
- Ability to communicate well with and gather pertinent information from staff
- Can develop and understanding of the needs, goals, and culture of the organization.
- Ability to document a clear, understandable, and actionable final recommended strategy

Learning objectives and skills intern(s) will gain from this experience:

- Learn ITILv3 based Technology Service Management.
- Develop a working understanding of a tiered support model.
- Develop swim lane diagrams to represent a process workflow that represents roles and inter-dependencies.
- Generate reports from the city's IT Service Management system in order to analyze and evaluate our service delivery performance.
- Conduct industry research in order to benchmark the city's IT Service Management maturity and Service Level performance.
- Learn how Operating Level Agreements are established and maintained.

Projects/assignments the intern will work on:

- The city has been analyzing and maturing how it invests and supports technology for several years. Several initiatives are underway that include the establishment of an IT investment Board (Reference COBIT v5). Another is IT Shared Services. This effort includes conducting surveys, interviews and research in order to produce executive reports with recommendations to consolidate technology support functions that are redundant throughout the city in an effort to improve efficiencies and cost reductions.
- Candidates will be asked to participate in a variety of tasks to help move these efforts forward and gain the experience and understanding of what it takes to do so in a local government setting.

How to apply: Send resume and cover letter expressing interest via email to Matthew Heil at matthew.heil@phoenix.gov.

City of Surprise

Economic Development Intern

16000 N. Civic Center Plaza

Surprise, AZ 85374

Organization contact: Alex Rivera, Economic Development Technician

Organization website: www.surpriseaz.gov/ed

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: As a globally focused community with world class aspirations in economic, social and environmental sustainability, the Economic Development Department Intern supports program operations and deployment of the Economic Development Strategic Plan. The primary responsibilities of the department are recruitment and retention of businesses to include expansion of operations. The team interfaces with regional and local organizations in a continuous effort to being a

premier municipal economic development department that will be recognized globally for its excellence.

This position provides professional level activities in research, marketing, recruiting and planning strategies for the development of new, existing and expanding business in support of economic development efforts in targeted areas of small business, large business and innovation. Responsibilities may also include proposal writing for business recruitment, expansion and relocation.

Preferred education and experience:

- Pursuing a degree in business administration, global studies, political science, international business, tourism, planning/urban development or a related field.
- Professional and self-motivated team player who is able to clearly and effectively communicate in multiple formats.
- Proficient in English and one or more languages.
- Skill in using an office phone, computer and related software applications including but not limited to Microsoft Office Suite 2010/2014 and Adobe Suite.
- Ability to complete assignments and set deadlines clearly and consistently.
- Ability to multi-task in a fast-paced environment and follow-up as necessary with related persons and organizations.
- Ability to network with and cold-call prospective clients
- Ability to evaluate program effectiveness through sound feedback.

Learning objectives and skills intern(s) will gain from this experience:

- Research and analytical skills
- Prioritizing and time management
- Program activity coordination and evaluation
- Teamwork and professionalism
- Understanding of local government operations
- Understanding of how to support grassroots business' needs

Projects/assignments the intern will work on:

- Research methods
- Proposal writing
- Business incubator program development
- Program activity coordination and evaluation
- Monthly reporting on business and incubator activity
- Economic development updates and presentations

How to apply: Send resume and cover letter by email to Alex Rivera at alex.rivera@surpriseaz.gov.

EventPro Strategies

Experiential and Event Marketing Operations Intern

7373 N Scottsdale Road, Suite B-120

Scottsdale, AZ 85253

Organization Contact: Lisa Major, Manager- Social Media and Talent Relations

Organization website: www.eventprostrategies.com

Number of internships available: 5

Type of internship: Unpaid

Travel percentage: 0%

Description of internship:

EventPro Strategies (EPS) is currently seeking interns to join our Operations team in Scottsdale, AZ. EPS is an experiential marketing event staffing agency that partners with national marketing agencies & corporations to staff and execute promotional marketing events for hundreds of Fortune 500 brands around the world.

The EPS Operations Team manages the staffing, training, project management, execution and measurement for all of our promotional marketing events. This department brings the client's vision to life and goes above and beyond to exceed expectations while creating strong client partnerships.

Preferred education and experience:

- Excellent verbal & written communication and prioritization skills
- Attention to detail & ability to multi-task
- Microsoft Office proficient
- Ability to work effectively in a fast-paced environment, under pressure with tight deadlines and adapt to unforeseen circumstances
- A self-starter, highly organized, knowledge hungry and able to work well with employees at all levels of the organization
- Must be a creative, forward-thinker
- Must have a professional appearance and persona
- Strong work ethic and a positive, can-do attitude

Define specific learning objectives and skills intern(s) will gain from this experience:

- Client and employee relations
- Project management
- Time management
- Team work
- Independent work
- Recruitment
- Outreach
- Logistics
- Budgeting
- Research and development of marketing strategies

List specific projects/assignments the intern will work on:

Interns will be assigned to a project team within the Operations Department and will work closely with Program Coordinators and Program Managers to oversee specific projects. Major responsibilities will include:

- Recruiting and posting job positions
- Assist with interviewing and securing staff for promotional marketing campaigns
- Build solid relationships with staff
- Logistical support for programs if needed (securing rental vehicles, airline or hotel reservations, securing storage units, etc.)
- Recaps and reporting
- Work in tandem with our sales and accounting teams
- Maintain staff files with project details and performance feedback
- Develop a thorough knowledge of our industry, products and services, as well as those of our competitors and clients
- Meet deadlines, prioritize tasks, report on key accounts and deliver prompt and sound decisions

How to apply:

If you excel in these requirements, are a self-starter and are ready to accept a challenging and rewarding opportunity, please submit your resume with a brief cover letter to epsccareers@eventprostrategies.com and include the estimated date that you can start. Subject line must read "Intern_Scottsdale."

Glendale Chamber of Commerce

Marketing and Communication Intern

5800 W. Glenn Drive, Suite 275

Glendale, AZ 85301

Organization contact: Breanna Pope, Director of Marketing and Communication

Organization website: glendaleazchamber.org

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: 0% (travel to events optional up to 10 miles)

Description of internship: Marketing and Communications

Preferred education and experience: Someone who has experience working with people and is comfortable working on the computer.

Projects/assignments the intern will work on:

- Creating web and Facebook banners
- Creating event flyers
- Updating collateral
- Creating eblasts through constant contact
- Managing social media accounts
- Making website updates

Skills interns will learn in position:

- Adobe Photoshop
- Adobe Illustrator
- Basic web design and editing
- Email marketing through Constant Contact
- Professional networking skills

How to apply: Send your cover letter and resume to bpope@glendaleazchamber.org

Glendale Fire Department

Crisis Response Intern

6829 N. 58th Dr.

Glendale, AZ 85301

Organization Contact: Sara Steffen, Crisis Response Coordinator

Organization website: <http://www.glendaleaz.com/CrisisResponse/index.cfm>

Number of internships available: 4

Type of internship: Unpaid

Travel percentage: 15 %

Description of internship: The CR program is an essential part of the Glendale Fire Department's service to the citizens of Glendale and the West Valley. A crisis team of two responds with fire crews and PD, assisting those who are experiencing a 9-1-1 emergency. An emergency could be a house fire,

unexpected death of a loved one, a car accident, drowning, homicide, mental illness, assault or suicide. Once on-scene, the crisis team works with fire crews and/or police officers to provide citizens emotional support, resources, referrals to agencies or organizations, or transportation if needed. The CR program operates the same hours as firefighters; 24 hours a day, 7 days a week.

Preferred education and experience: Must be 21 years of age on the start date of the internship and have an AZ driver's license.

Define specific learning objectives and skills intern(s) will gain from this experience: Interns will learn crisis intervention, incident command, how to work with victims of crimes (including sexual assault and domestic violence) as well as understanding grief.

Projects/assignments the intern will work on: Interns that are paired with social work majors may be requested to do "follow ups" on citizens per a captains request.

How to apply: Must complete an online interest form on the following form and state what days of the week the required ride along can be done:

<http://www.glendaleaz.com/CrisisResponse/VolunteerInterestForm.cfm>

Shifts are Sunday through Saturday, interns must do at least one 12 hour shift a week. The shift can be an AM shift (8AM till 8PM) or a PM shift (8PM till 8AM). The shift is set for the semester, so the earlier an intern applies, the better the chances of getting the shift they want to work.

Once your interest form is received by the Crisis Response Supervisor, the application will be emailed to you.

Must come to Glendale Fire Admin (6829 N. 58th Dr.) to complete a "purple card"; this is for a background check. Must also bring a color copy of your AZ driver's license.

Green Living AZ Magazine

Communications Intern

7575 E Redfield Road Suite 219

Scottsdale, AZ 85260

Organization contact: Amanda Harvey, Associate Editor

Organization website: <http://www.greenlivingaz.com>

Number of internships available: Unlimited

Type of internship: Unpaid

Travel percentage: 10 % (We have monthly launch parties and ask that interns help out if they're available and we also have other weekend events that we attend and need staffing for booths, etc.)

Description of internship: Assist associate editor and writers in gathering and writing content for the magazine and online

Preferred education and experience: Some college, no experience necessary

Define specific learning objectives and skills intern(s) will gain from this experience: Gain knowledge of how a magazine works, from start to finish. Work with other departments such as creative, sales and administration to understand the importance of teamwork. Hone writing skills by practicing a variety of article styles, such as Q&As, tips-style articles, roundups, full-length articles and online blogs. Build experience and make connections by talking to people and companies regarding articles and events for the magazine.

Projects/assignments the intern will work on: Gather content for magazine, write feature articles, write blogs, research, and build library of content.

How to apply: Email the Associate Editor, Amanda Harvey, at editor@greenlivingaz.com with your resume and writing samples.

Helix House

Content Writing Intern

4110 North Scottsdale Road #280
Scottsdale, AZ 85251

Organization Contact: Michael Donato, Managing Partner

Organization website: <http://www.myhelixhouse.com/>

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: Helix House is a full service, Internet Marketing firm specializing in all areas of web-based marketing and brand management. Established in 2006, Helix House has a quickly grown to be one of the nation's leading internet marketing providers for companies of any size. Our firm's groundbreaking results have directly attributed to a firm wide 97 percent client-retention rate. With Helix House on their side, our clients consistently find their online endeavors to be a revenue stream instead of a marketing expense. Our Results speak for themselves.

Helix House is looking for students that would like to develop their writing skills and build a content creation portfolio.

Preferred education and experience:

- Open to all majors

Define specific learning objectives and skills intern(s) will gain from this experience: Essential to work in today's business world, our Intern will receive hand-on experience and learning with our accounts. With their supervisor's guidance, the intern will learn business communication, client interaction, and relationship building skills. They will also learn:

- Planning
- Research
- Shifting between subjects
- Crafting web page content, blog posts and learning to write press releases
- Build portfolio of published blog posts, press releases, and web content on established business sites
- Editing, guidance, and critique from experiences full-time writer

List specific projects/assignments the intern will work on: Intern will learn expected business standards of writing, communication, timeframes, shifting between topics, and presentation. This will be done through direct guidance of an experiences writer, along with the marketing team.

How to apply: Please send your resume, writing sample, and examples of work to: Michael Donato at mdonato@myhelixhouse.com. For more information call: 800-588-2188.

Helix House

Spanish Language Copywriter Intern

4110 North Scottsdale Road #280

Scottsdale, AZ 85251

Organization Contact: Michael Donato, Managing Partner

Organization website: <http://www.myhelixhouse.com/>

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: Helix House is a full service, Internet Marketing firm specializing in all areas of web-based marketing and brand management. Established in 2006, Helix House has a quickly grown to be one of the nation's leading internet marketing providers for companies of any size. Our firm's groundbreaking results have directly attributed to a firm wide 97 percent client-retention rate. With Helix House on their side, our clients consistently find their online endeavors to be a revenue stream instead of a marketing expense. Our Results speak for themselves.

Helix House is looking to ass a fluent bilingual Spanish speaker to its existing Copywriting team. This position will include writing blog posts and press releases for clients. The selected intern will be working under the supervision of our existing Lead Copywriter, and will be provided with all items and support needed to perform job responsibilities.

Preferred education and experience:

- Open to all majors

Define specific learning objectives and skills intern(s) will gain from this experience: This position will allow for a student to learn the practical application of the skills being learned in a professional environment. The selected student will have the opportunity to work directly with our existing Copywriting team as well as learn how to work and correspond directly with large corporate clients.

List specific projects/assignments the intern will work on: This position will mainly entail the writing of: Spanish language blog posts, Spanish language press releases, and Spanish language website content.

How to apply: Please send your resume and relevant experience to: Michael Donato at mdonato@myhelixhouse.com. For more information call: 800-588-2188.

Helix House

UI/UX Web Designer Intern

4110 North Scottsdale Road #280

Scottsdale, AZ 85251

Organization Contact: Michael Donato, Managing Partner

Organization website: <http://www.myhelixhouse.com/>

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: Helix House is a full service, Internet Marketing firm specializing in all areas of web-based marketing and brand management. Established in 2006, Helix House has a quickly grown to be one of the nation's leading internet marketing providers for companies of any size. Our firm's groundbreaking results have directly attributed to a firm wide 97 percent client-retention rate. With Helix House on their side, our clients consistently find their online endeavors to be a revenue stream instead of a marketing expense. Our Results speak for themselves.

Helix house needs a likeminded individual. Student may not already have grasp on design. Web Designer Intern will become comfortable with Bootstrap, Flat Design, User Interface, and User Experience practices. Student intern will design for the web, Responsive Design.

Preferred education and experience:

- Open to all majors

Define specific learning objectives and skills intern(s) will gain from this experience: This position will require the student to work directly with new and existing clients on projects relative to their field of study. The chosen applicant will learn how to communicate and work in a real work environment, gaining the necessary skills to be a valuable asset to a future employer. The Chosen applicant will also be able to include all projects in their portfolio, showing real world experience to potential employers.

List specific projects/assignments the intern will work on:

- HTML5/CSS
- PHP
- Wordpress
- Database Management
- Etc.

How to apply: Please send your resume and relevant experience to: Michael Donato at mdonato@myhelixhouse.com. For more information call: 800-588-2188.

Helix House

Social Media Intern

4110 North Scottsdale Road #280
Scottsdale, AZ 85251

Organization Contact: Michael Donato, Managing Partner

Organization website: <http://www.myhelixhouse.com/>

Number of internships available: 1

Type of internship: Unpaid

Travel percentage: N/a

Description of internship: Helix House is a full service, Internet Marketing firm specializing in all areas of web-based marketing and brand management. Established in 2006, Helix House has a quickly grown to be one of the nation's leading internet marketing providers for companies of any size. Our firm's groundbreaking results have directly attributed to a firm wide 97 percent client-retention rate. With Helix House on their side, our clients consistently find their online endeavors to be a revenue stream instead of a marketing expense. Our Results speak for themselves.

Essential to work in today's business world, the Social Media Intern will receive hands on experience and learning with Helix House accounts.

Preferred education and experience:

- Open to all majors

Define specific learning objectives and skills intern(s) will gain from this experience: With supervisor's guidance, the intern will learn online communication, customer interaction, and relationship building skills. Interns will also build basic graphic design and posting skills. Other skills include:

- Planning and promotion
- Posting and interaction

- Management (Hootsuite)
- Business Communication
- Daily social media management
- Content creation

List specific projects/assignments the intern will work on:

- Develop a strong understanding of company's products and services
- Daily social media posting and interaction
 - Facebook
 - Twitter
 - Instagram
 - Google+
 - Pinterest
 - LinkedIn
- Marketing material creating and distribution
- Marketing activities and interactions with local businesses
- Media relations

How to apply: Please send your resume and relevant experience to: Michael Donato at mdonato@myhelixhouse.com. For more information call: 800-588-2188.

La Canasta Mexican Food Products Inc.

Quality Assurance Intern

3101 W. Jackson St.

Phoenix AZ, 85009

Organization contact: Josie Ippolito, President

Organization website: <http://la-canasta.com/>

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$16.00/hour

Travel percentage: 0%

Description of internship:

The purpose of this position is to support company growth by providing technical assistance while gaining experience in the food manufacturing business. Reporting to the Quality Assurance Manager, this position requires a skilled individual to insure La Canasta tortilla manufacturing continues to produce safe, wholesome and high quality products for La Canasta Foods.

Preferred education and experience:

- Will be currently enrolled in a bachelors degree program with an emphasis on Food Science, Nutrition, Microbiology, Biology, Chemistry or related field
- Knowledge of food safety, quality and regulatory requirements governing food handling
- Good oral and written communication skills – Bilingual English/Spanish is helpful
- Ability to establish good working relationships with all levels at the Plant and Management team
- Computer skills and analytical problems solving ability is required

Define specific learning objectives and skills intern(s) will gain from this experience:

- HACCP/ Food Safety program development
- Food safety procedure development.
- Labeling and nutritional development in the food service and retail industry.

- Global Food Safety Initiative Compliance.
- BRC audit Implementation

List specific projects/assignments the intern will work on:

- Assisting management team in writing and developing standard operating procedures
- Assist Quality Assurance manager with development and implementation of Quality Assurance and Food Safety programs.
- Assist HACCP team with development and review of HACCP programs.
- Assist in managing all R & D requests submitted by management.
- Assist in development of nutritional claims and ingredient statements
- Assist plant management team in preparation for BRC/ GFSI certification

How to apply: Submit resume cover letter, and course schedule to Josie Ippolito at jippolito@la-canasta.com.

Live Nation

Marketing Intern

4686 E. Van Buren Street, suite 201

Phoenix, AZ 85008

Organization contact: Jill Jacenko, Director of Marketing

Organization website: www.livenation.com

Number of internships available: 2 Spring/Fall, 1 Summer

Type of internship: Unpaid

Travel percentage: None

Description of internship:

- Research and prospect potential online advertising outlets for upcoming Live Nation events.
- Assist in creating and implementing various promotions via social media
- Managing our weekly sweepstakes giveaways via Facebook
- Check venue, band and radio websites weekly to make sure they are updated.
- Assist in social media marketing efforts - posting info on message boards, chat rooms, Facebook, Twitter, Instagram about upcoming events
- Assist in day to day general office activity and event day activity as needed.

Preferred education and experience:

- Graduating between May 2016-May 2017
- Must have excellent writing skills and be detail oriented

Learning objectives and skills intern(s) will gain from this experience:

- How to manage a business social account while keeping content up to date and engaging for fans
- Ability to work in a fast-paced environment
- Multi-tasking
- Dedication and professionalism

Projects/assignments the intern will work on:

- Creating content for all social media accounts, keeping them up to date as shows get announced
- Checking artists websites and social media for accuracy

- Searching for local moms website/bloggers and reaching out to them to secure promotions via their social media for kids/family shows like Sesame Street Live
- Publishing our weekly sweepstakes giveaways on our social pages and notifying winners in a timeline manner, then processing their ticket order to ensure tickets are printed and waiting at the box office for pickup

How to apply: Send resume and cover letter by email to Jill Jacenko at jilljacenko@livenation.com.

My Office Business Suites

Marketing and Digital Media Intern

14050 N. 83rd Avenue, Suite 290

Peoria, AZ 85381

Organization contact: Dawn Burns, Operations

Organization website: www.MyOfficeAZ.com

Number of internships available: 2

Type of internship: Paid

If paid, hourly/salary rate: \$8.50 to \$9.00/hr

Travel percentage: Varies, up to 10%

Description of internship: Assistance in Marketing Department: update email databases, assist with creation of flyers and marketing materials and campaigns, tracking results of campaigns, blogging, social media posts (Facebook, Twitter, LinkedIn), assist with event planning and preparation (lunch and learns and appreciation events). Assist sales department with prospect follow-up and sending out additional information.

Preferred education and experience: Experience in Microsoft Office products, Photoshop and preferably Word Press. Great customer service and good people skills.

Define specific learning objectives and skills intern(s) will gain from this experience: Intern will learn the challenges and successes of working in a small business. They will be working directly with management and ownership to best understand the company's marketing and sales objectives as well as how a small business positions itself within the competitive industry of commercial real estate.

List specific projects/assignments the intern will work on: Assistance in special projects; an example being to help create and implement a referral program campaign specific to the customers of the company, which will include assisting in creation of a variety of campaigns, budgets, marketing materials and calls to action (why the business should participate). The intern will help send out materials through various means, as well as monitor the campaigns successes in producing positive end results, which is more referrals.

How to apply: Email resumes and a letter of interest outlining why they want to be an intern for My Office Business Suites, to Dawn Burns at: dawn@myofficeaz.com.

My Office Business Suites

Accounting & Bookkeeping Intern

14050 N. 83rd Avenue, Suite 290

Peoria, AZ 85381

Organization contact: Dawn Burns, Operations

Organization website: www.MyOfficeAZ.com

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$8.50 to \$9.00/hr

Travel percentage: Varies, up to 10%

Description of internship: Assistance with accounting and bookkeeping activities: Accounts payables and receivables, financial reporting, cash management, data entry, pay roll, scanning and digital filing, etc.

Preferred education and experience: Experience in Microsoft Office products, understanding of accounting softwares. Accounting experience: understanding of debits and credits, journal entries, balance sheets and profit and loss statements. Great customer service and good people skills.

Define specific learning objectives and skills intern(s) will gain from this experience: Intern will learn the challenges and successes of working in a small business. They will be working directly with controller and assistant to the controller, as well as ownership to best understand the company's financial strengths and challenges and how a small business positions itself within the competitive industry of commercial real estate.

List specific projects/assignments the intern will work on: Assistance with budget forecasting, accounts receivables and accounts payables, database management and creating a more comprehensive leasing administration program and tracking system).

How to apply: Email resumes and a letter of interest outlining why they want to be an intern for My Office Business Suites, to Dawn Burns at: dawn@myofficeaz.com.

Peoria Chamber of Commerce

Peoria Chamber of Commerce Intern

16165 North 83rd Avenue

Peoria, AZ 85382

Organization contract: Jill Mahoney, Manager

Organization website: www.peoriachamber.com

Number of internships available: 2

Type of internship: Unpaid

If paid, hourly/salary rate: N/a

Travel percentage: N/a

Description of internship: The Peoria Chamber of Commerce is seeking an unpaid, part-time intern. This internship is designed to include initial exposure to all aspects of a Chamber of Commerce. We are looking for a bright, thorough, and motivated individual interested in an engaging, challenging, and rewarding internship. This dynamic intern is interested in tourism, event planning, member services, and business. The intern will assist in all areas of the office as well as direct focus on areas which match the career interests and skills of each student. This is an excellent opportunity to work for a growing non-profit organization while interacting with town, business, and community leaders. Note -- this internship is unpaid but it provides opportunities to network and learn many new skills and apply the ones you already know.

Preferred education and experience:

- Ability to initiate and track multiple projects and meet frequent deadlines
- Ability to read and interpret assignments and complete them in an efficient manner
- Proficient in using Microsoft products including Word, Excel, PowerPoint, and Outlook
- Ability to assist with Social Media and Chamber website updates
- Excellent writing and communications skills
- Ability to design professional flyers and posters
- Ability to work independently and handle frequent interruptions

- Ability to provide outstanding customer service

Define specific learning objectives and skills intern(s) will gain from this experience: Exposure to all aspects of the Chamber of Commerce including tourism, event planning, member services, and business. This is an excellent opportunity to work for a growing non-profit organization while interacting with town, business, and community leaders.

List specific projects/assignments the intern will work on:

- Networking
- Fundraiser proposals
- Help manage the Chamber's social media
- Live outreach
- General office work as needed
- Participate in meetings and attend Chamber events as appropriate
- Conduct needed research
- Assist with the creation, layout and updating of marketing materials, both printed and electronic, including on the website, emails and in video.

How to apply: Please send your resume and relevant experience to: Jill Mahoney at jmahoney@peoriachamber.com. For more information call: (623)-979-3601.

Pinnacle Transplant Technologies

Research and Development Internship

1125 W. Pinnacle Peak Road, Building #2

Phoenix, AZ 85027

Organization contact: Mohammad Albanna, PhD- Senior Manager, Research & Development

Organization website: <http://pinnacletransplant.com/>

Number of internships available: 3

Type of internship: Unpaid

Travel percentage: 0%

Description of internship: Pinnacle Transplant Technologies (PTT) is a Phoenix-based regenerative medicine company with a focus on providing safe, quality driven products to improve lives through innovation, collaboration and teamwork. PTT is a multi-service tissue bank registered with the U.S. Food and Drug Administration (FDA) and accredited by the American Association of Tissue Banks (AATB). PTT has a newly constructed 24,000 sq ft processing facility, including 10 validated clean rooms with state-of-the-art equipment and capabilities to process machined specialty grafts.

PTT manufactures innovative bone allografts produced to the highest standards of quality and safety through utilization of a proprietary processing unique to the industry. With a dedication to customer service, PTT is devoted to being the most responsive and accommodating Tissue Bank in the industry.

PTT is committed to improve the bioscience community in Arizona through active collaboration with industry and academic partners. PTT supports the hands-on involvement of college students and strives to engage them in the actual work environment before they graduate to prepare them for their next career in Arizona or elsewhere.

PTT has three available positions for internship within the Department of Research & Development to work on various projects pertaining to product/process development of bone allografts. Interns are expected to spend a minimum of 10 hours/week for a period of 6-8 weeks up to 12 weeks onsite and offsite to complete assigned tasks. Interns will have the opportunity to participate in the process of

product development and learn about the different phases of product development through commercialization.

Preferred education and experience: Preference will be given to those with science or engineering background, but other majors will be considered.

Define specific learning objectives and skills intern(s) will gain from this experience: With guidance from the scientific and engineering teams at PTT:

- Designing experiments
- Drafting protocols
- Managing product development phases
- Analyzing data
- Involvement in other tasks to address a product or process development challenge

List specific projects/assignments the intern will work on: Interns are expected to give a one hour presentation on their work at the end of their internship.

How to apply: Submit resume and a recommendation letter from a faculty member or an internship coordinator to malbanna@pinnacletransplant.com. If you have any questions, please contact Mohammad Albanna at 623-277-5418 or malbanna@pinnacletransplant.com.

Science Care

Assistant Technician Internship- Lab

21410 N 19th Ave Ste 126
Phoenix, AZ 85027

Organization contact: Dan Downs, Human Resources Manager

Organization website: <http://www.sciencecare.com/>

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$8.05 (Arizona Minimum Wage)

Travel percentage: 0%

Description of internship: Assistant Technician personnel will participate as productive team members to execute Science Care policies, procedures, and job duties. Documentation of these job activities will be recorded legibly and accurately. Additionally, assistant technician personnel will perform all assigned order management, donor management, tissue management, facility, distribution, and quality program activities.

Preferred education and experience:

- Individual who is self-motivated, professional; detail oriented, with excellent oral and written communication skills.
- Ability to function successfully in a team environment.
- Commitment to superior quality and professional service.
- Ability to professionally manage confidential information.
- Knowledge of AATB standards.
- Knowledge of medical terminology, human anatomy and physiology, patient charts, and lab results.
- All experience requirements to be approved by department head.

Define specific learning objectives and skills intern(s) will gain from this experience:

- Gross anatomy knowledge
- Blood draw

- Serology testing
- Good Laboratory Practices including disinfection and use of an autoclave
- X-ray fluoroscopic experience
- Inventory control
- Medical records management
- Surgical application
- Medical terminology
- Cadaver assessment
- Processing and tracking of human tissue

List specific projects/assignments the intern will work on:

Required Elements:

- Support the mission, vision, values of Science Care.
- Function as a contributing member of the lab team.
- Hold themselves accountable for achieving personal and departmental standards and goals.
- Utilize safe lab practices, and maintain a clean working environment and facility standards.
- Adhere to all policies and procedures while performing job functions.
- Ability to perform assisting duties in lab, i.e. wrapping, cleaning, paperwork, preps.
- Basic understanding of software programs: SC-Donors, MS Office.
- Complete controlled documentation accurately and timely.
- Availability for before/after hours and weekend laboratory duties.
- Additional tasks to include Driver, Distribution, and Event duties as needed.

Elective Elements:

- CTBS Certification
- Forklift Certification
- Daily Environmental Check
- Tissue Storage, organization, and temperature checks
- Specimen Preparation
- Perform Low Post Procurements on a STAT basis.
- Donor Intake process and serology process
- Tissue Procurement/Return Tissue Processing and basic understanding of Procurement Manual.
- Initiate Quality Program activities
- Assist and/or perform project summaries
- Mobile and Local Event Processes and duties
- Driver duties and/or distribution duties

How to apply: Email resume and cover letter Dan Downs Human Resources Manager
dan.downs@sciencecare.com.

Science Care

Marketing Associate Internship

21410 N 19th Ave Ste 126

Phoenix, AZ 85027

Organization contact: Dan Downs, Human Resources Manager

Organization website: <http://www.sciencecare.com/>

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$8.05 (Arizona Minimum Wage)

Travel percentage: 0%

Description of internship: The Marketing Associate will assist with the marketing outreach needs of the department under the direction and guidance of the Vice President of Donor Services. Duties may include: Content research, writing, editing, and implementation of social media strategy and reporting, branded materials inventory management, working with vendors, creating purchase orders, marketing mailing content generation and implementation, interviewing consumers and clients, assisting the Director with other media creation and development as needed, all while providing superior customer service internally and externally.

Preferred education and experience:

- Ability to take direction and meet deadlines.
- Commitment to superior quality and professional service.
- Ability to professionally manage confidential information.
- Supportive of the mission, vision, values of Science Care.
- All experience requirements to be approved by department head.

Define specific learning objectives and skills intern(s) will gain from this experience:

- How to build content and workflows for an inbound marketing campaign
- How to measure and track results of inbound and outbound marketing campaigns
- How to use automated marketing systems to facilitate A/B testing
- How to create PPC campaigns and optimize for improved performance and budget management
- How to create compelling content for each stage of the buyers journey
- How to craft a buyer's persona
- How to leverage social media advertising to increase engagement

List specific projects/assignments the intern will work on:

Required Elements

- Support the mission, vision, values of Science Care.
- Function as a contributing member of the Marketing team.
- Personal accountability for achieving personal and departmental performance standards and goals.
- Understand and adhere to all policies and procedures while performing job functions.
- Excellent data entry, computer and basic office skills.
- Multi-tasking, detail organization, supply management and ordering.
- Creative and curious.
- High level of skill in interviewing, researching, writing and editing marketing/informational content.
- Ability to work with multiple social media platforms and learn new ones as required.
- Ability to work with and edit images and graphics as required and to be competent or quickly learn the applicable software.
- Delivery of customer service, excellent customer service phone skills.
- Willingness to work with dignity and respect in a professional environment.
- Great attention to detail and time requirements.

Personal Elements:

- Professional in appearance and communication.
- Self-motivated, adapts well to a quickly changing environment.
- Great attention to detail and the ability to work at a fast paced environment.
- A true team player who has the ability to be flexible and do what is best for the organization.

- Flexible schedule and willingness to do whatever it takes to get the job done.
- High standards of excellence.
- Excellent communication and leadership skills.
- Multi-tasking skills -- capable of handling many tasks at once and not losing attention to detail.
- Ability to follow directions, interact with internal and external partners, understand and to follow procedures and to accept constructive criticism.
- Someone who is passionate about improving life.

How to apply: Email resume and cover letter Dan Downs Human Resources Manager
dan.downs@sciencecare.com.

The Washington Center Internship

Washington, D.C.

Organization contact: Kathleen Waldron, Director of Internships

Organization website: <https://twc.asu.edu/>

Description of internship: The Washington Center offers an exciting opportunity for ASU students in ANY major to spend an entire semester – fall, spring, or summer – in our nation’s capital, working for government, corporate, and private organizations. Earn 15 academic credits while living and learning in DC! A \$5,000 scholarship is available to most ASU students. For more information, see <https://twc.asu.edu/> and contact Kathleen Waldron at Kathleen.waldron@asu.edu.

Thunderbird Senior Living

Community Lifestyle Intern

5401 West Dailey Street
Glendale, AZ 85306

Organization contact: Gail Chase, Chief Operating Officer

Organization website: www.freedomsenior.com

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$10.00

Travel percentage: 0%

Description of internship: Increasing participation in resident, staff, and intern programming in a senior living community. Survey residents and staff to identify areas of interest and skills, identify opportunities, and implement. Research resident interests regarding small group programs, implement and evaluate. Review best practice literature to identify innovative programming opportunities. Coordinate new program ideas into a calendar of all staff-led, resident-led, and intern-led programming.

Preferred education and experience: Able to interview, identify themes, prioritize, and design relevant programming. Ability to lead a small group program and present to a group. Great customer service and people skills. Coordination and attention to detail is required. An interest in working with seniors.

Define specific learning objectives and skills intern(s) will gain from this experience: This internship will provide an opportunity to research best practices, to conduct research through interviews and surveys, and to use this information in designing programming that will increase resident and staff engagement.

List specific projects/assignments the intern will work on: The intern will create a proposal which will be reviewed with the Lifestyle Director and the Executive Director, and the components with the greatest potential value to the community will be implemented in partnership with the Lifestyle Director and staff. The Intern’s own interests and skills will also be considered when identifying programming to

be offered. The internship will conclude with an evaluation of the programs and the process through an after-action review.

How to apply: Submit resume and cover letter to Gail Chase at gchase@freedomsenior.com.

Thunderbird Senior Living

Interdisciplinary Arts and Performance Intern

5401 West Dailey Street

Glendale, AZ 85306

Organization contact: Gail Chase, Chief Operating Officer

Organization website: www.freedomsenior.com

Number of internships available: 1

Type of internship: Paid

If paid, hourly/salary rate: \$10.00

Travel percentage: 0%

Description of internship: Design and assist in implementing an expressive arts installation that celebrates Thunderbird's heritage and future.

Preferred education and experience: A fine arts, performance, or social service background. Experience in leading a collaborative project. Ability to work effectively with a range of ages and abilities. Ability to envision and implement a creative endeavor. An interest in working with seniors.

Define specific learning objectives and skills intern(s) will gain from this experience: Project management (creation, implementation, and evaluation), collaboration, problem-solving, teamwork, communication, and leadership.

List specific projects/assignments the intern will work on: Student intern will oversee community wide creative installation which includes collaborating with internal and external partners and moving the project from design to completion. This involves eliciting perspective and input from staff and residents, and involving their participation in the design and execution of the project. The internship will conclude with an evaluation of the process and final product.

How to apply: Submit resume and cover letter to Gail Chase at: gchase@freedomsenior.com.

West Valley Arts Council

Curatorial Assistant Internship

13243 N Founders Park Blvd

Surprise, AZ 85379

Organization contact: Bernadette Mills, Executive Director

Organization website: <http://www.westvalleyarts.org/>

Number of internships available: 2

Type of internship: Unpaid

Travel percentage: 5% (gallery is 3 miles from office)

Description of internship: The purpose of the internship is to offer students and recent graduates meaningful work, educational experiences, and real-life practice in their field of study and/or interest.

Preferred education and experience:

- Background in the arts preferred
- Excellent oral and written communication skills
- Strong organizational and computer abilities
- Self-starter and ability to work well with others

Hours are flexible and average up to 20 hours per week. The ideal applicant would be available for two semesters.

Projects/assignments the intern will work on: To be determined with selected intern.

Duties include:

- Maintain call for artists, schedules, and hanging for rotating art exhibits in various West Valley locations
- Assist with day-to-day gallery and office administration operations
- Hang and assist with curating the exhibits
- Create information labels and signage for exhibits
- Work with marketing on publicity materials for exhibitions
- Arrange the return of artwork, ie. call/email artists
- Help with setting up/cleaning up exhibit receptions
- Data entry
- Performing other duties as assigned

Skills interns will learn in position: Organization, communication, and curatorial skills, evaluation of artwork, event planning, and customer service

How to apply: Interested persons should email resume and letter of interest to:
bmills@westvalleyarts.org
