

UPDATED: May 16, 2012

Job Number: 3546
Job Title: e-Center Intern

Location: Millersville

Job Description: Intern will promote credit union services, train membership on automated services, telemarket membership and services to Millersville University enrollees, direct membership to home banking and Cyber CU for loans, review applications for home banking and SST/home banking transfers, assist in completing all electronic applications.

Majors Requested: Business, Communications Speech, Economics

Job Number: 3921
Job Title: Research Intern

Location: Lancaster

Job Description: Assist the Research Analyst and Portfolio Managers in researching small cap, publicly-held companies to generate and screen investment ideas for retail and institutional portfolios as well as 3 mutual funds.

Majors Requested: Business, Business, Finance, Economics

Job Number: 4823
Job Title: Pepsi Internship

Location: Millersville

Job Description: Intern will assist in development of programs and events; participate in development of campus-wide marketing plan for programs and events; prepare and monitor marketing budget; attend Dining Services management meetings; serve as liaison between University and Pepsi Bottling Group; maintain record of Pepsi Bottling Group involvement; and prepare marketing materials.

Majors Requested: Business, Business, Management, Business, Marketing

Job Number: 5978
Job Title: Retail Operations Coordinator

Location: Millersville

Job Description: Intern will maintain marketing materials for retail operations on campus, implement promotions for retail operations, create and administer surveys throughout the school year, track and keep finances for retail operations as well as preparing invoices.

Majors Requested: Business, Finance, Business, Management, Business, Marketing

Job Number: 7214
Job Title: Programmer Analyst

Location: Edison

Job Description: Intern will perform systems analysis, application programming, end user training; analytical studies on proposed systems and system enhancements. Will consult with users, gather complete specifications for approved systems projects, report to IS Management on issues of feasibility and compatibility with existing systems; complete projects from design through coding, testing, implementation, documentation, serve as consultant and become conversant in new and relevant information technologies.

Majors Requested: Computer Science

Job Number: 7266
Job Title: Community Outreach Intern

Location: New Holland

Job Description: Intern will assist with various community outreach, public relations, and fundraising projects. Duties may include: special event planning, creation of educational outreach materials on various public health topics, grant funding research, social media outreach, or a variety of hands-on opportunities to engage with patients and the community.

Majors Requested: Communications Speech, Communications, Public Relations

Job Number: 7320
Job Title: Assistant Festival Coordinator Intern

Location: Millersville

Job Description: Intern will gather information from prospect performers; assist in developing and coordinating logistics; gather information for emailing list; create and distribute promotional materials; gather information on promotional costs for signage; coordinate outreach opportunities and study guides; work with script for Shakespeare Play; and other duties as assigned.

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech, Communications, Public Relations, Communications, Theatre, Industry & Technology, Music, Music Industries

Job Number: 7336
Job Title: Marketing and Social Media Intern

Location: West Chester

Job Description: Intern will work to gather and promote inspirational stories from public in Greater Philadelphia, Baltimore and Washington Metropolitan areas; coordinate events at corporate and public venues that attract local media and celebrities; develop marketing and social media campaigns; develop relations with corporate sponsors; and prepare videos for YouTube broadcast.

Student will be available to work from home or dorm room.

Majors Requested: Business, Marketing, Communications Speech, Communications, Broadcasting, Communications, Public Relations, Computer Science

Job Number: 7337
Job Title: Stage Management/Tech Intern

Location: Lancaster

Job Description: Interns will be responsible for lighting and audio, and will include assistance with design, install, show run and strike. Intern will also be responsible for organization and management of a specific show. Students must be organized and have some experience in theater craft.

Majors Requested: Communications, Theatre

Job Number: 7338
Job Title: Administrative Assoc to Producing Director Intern

Location: Lancaster

Job Description: Intern must be highly organized, have excellent oral and written communication skills. Duties include assisting Producing Director with scheduling, note taking at meetings, ticketing/box-office administration, office organization; marketing (social media, press and media involvement); and production management assistance .

Majors Requested: Business, Management, Business, Marketing, Communications Speech, Communications, Theatre

Job Number: 7342
Job Title: Computer Technician/Sales Intern

Location: Lancaster

Job Description: Intern assist with computer and notebook repair and support; answer incoming customers and technical support calls; assist customer's with retail sales; learn computer troubleshooting in depth, custom build computer towers, and interact with customers.

Majors Requested: Computer Science

Job Number: 7435
Job Title: Assistant to Executive Director

Location: Ephrata

Job Description: Lancaster non profit seeks motivated intern to assist with networking online to help university students in Haiti find gainful employment in their country. Using skype, email and chat, we stay connected to businesses, foundations, ministries, and NGOs working in Haiti who need students graduating with Computer Science and Business degrees. Assistant will also conduct research, prepare statistical reports, handle information requests, send out grants, and assist in fundraising initiatives.

Majors Requested: Business, Business, Management, Business, International Business

Job Number: 7441
Job Title: Marketing Intern

Location: Mechanicsburg

Job Description: Intern will assist in marketing department and with internet marketing; work with marketing budget and how it has been distributed and opportunity to think of new marketing ideas; develop, plan, film and edit videos for website, QR codes, Youtube, Facebook, etc.; writing opportunities, including but not limited to blog posts, e-blasts/newsletters, possible website copy. Summer only.

Majors Requested: Business, Marketing, Communications Speech, Communications, Broadcasting, Communications, Public Relations, English, Journalism

Job Number: 7464
Job Title: Financial Advisor Training Program

Location: Lancaster

Job Description: Intern will be trained in the daily activities of financial advisor ie ... contacting clients/prospects, data entry, investment management, and investment research.

Majors Requested: Business, Business, Finance, Economics

Job Number: 7483
Job Title: Logistics Account Intern

Location: Lititz

Job Description: Intern will grow and manage own account base via inside sales efforts and will learn both the specifics of industry as well as powerful sales and account management skills. Intern will work with management to plan and organize call campaigns in order to attain new customers.

Majors Requested: Business, Business, International Business, Business, Management, Business, Marketing

Job Number: 7497
Job Title: Web Programmer

Location: Lancaster

Job Description: Intern will maintain and enhance several web-enabled applications. These applications are SQL, Server or Oracle based. Intern will use one or more scripting languages such as ASP, PHP, DOTNET or Cold Fusion.

Majors Requested: Computer Science

Job Number: 7499
Job Title: Inside Sales Paid Intern - Consultative Services/Sales

Location: Newtown

Job Description: Inside Sales Paid Intern - Consultative Services/Sales

First Tier Technology is a Professional Software/Services company with a focus in the areas of Enterprise Relationship Planning (ERP) systems and Business Intelligence Software (BI). Our recent growth has positioned us to hire multiple interns this summer for our operations office in the suburbs of Philadelphia.

Candidates will start off their paid internship in our training program, learning the First Tier Selling methodology, various business technologies and reporting using our CRM system. As an intern of First Tier, you will be responsible for utilizing creative and professional marketing and business development strategies in driving new opportunities and revenue growth.

First Tier Technology has an innovative, team-oriented and high-energy culture. We offer a flexible and exciting work environment, and plenty of opportunities for you to grow as a professional and as an individual. Interns will have an opportunity to kick-start your career, with a full-time opportunity to join First Tier as a Junior Account Executive following your internship.

Duties:

- Office-and-telephone-oriented, you will assist in growing new opportunities for sector-specific sales divisions
- Navigate your way expertly around Microsoft Office and CRM database
- Work to a targeted role for meetings and contacts
- Potentially accompany sales team on customer visits to enrich knowledge
- Work closely with the Account Executives and Management Team to facilitate your career path

Your Profile:

- The ideal candidate will be either working towards or recently graduated a 4-Year University program with a degree in Business, Marketing or Communications
- A positive attitude, results-driven approach and ability to work independently & within a team
- Capable of developing lead generation strategies and marketing plans for new accounts
- Must be able to do cold calling to assist in generating potential new clients
- Can evidence your adaptability and flexibility
- You have an outgoing focused, organized and self-motivated approach
- Excellent written, verbal & interpersonal communication skills

Recent / upcoming college graduates are welcome to apply. This will be a part-time position, with a flexible Mon-Fri schedule located in our operations office in Newtown, PA.

If you feel that you meet the above criteria, please email your resume to: intern@f-tt.com

Majors Requested: Business, Business, Management, Business, Marketing, Communications, Public Relations, Business, International Business

Job Number: 7531
Job Title: Foundation Development Internship

Location: Lancaster

Job Description: The intern's primary duties and responsibilities will include the following:

- Work with the marketing intern on Creation of marketing materials, brochures and newsletters
- Preparation of acknowledgement letters, grants and sponsor proposals
- Conduct online research for grants and donation prospects
- Data entry in donor tracking software

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech, Communications, Public Relations

Job Number: 7532
Job Title: Special Events Internship

Location: Lancaster

Job Description: SPECIAL EVENTS INTERNSHIP

Mission: Driven by the spirit of mercy and compassion, the Children Deserve A Chance Foundation serves as an agent for change, assisting in the spiritual, emotional and educational cultivation of Lancaster's youth.

Children Deserve A Chance Foundation is looking for energetic and passionate interns who are looking to gain valuable work experience, while also making a serious impact to Lancaster youth. We seek students who are organized, have a positive attitude, and a strong desire to learn and to give back. CDCF is an inspiring place to work where everyone including the kids and staff is consistently working toward self and group development. Interns have the opportunity to make a real impact and hold solid roles and responsibilities within the Foundation.

The Children Deserve A Chance Foundation has multiple opportunities for interns to get valuable experience. Under the Foundation we have:

- The CDCF BowTie Program- where we mentor and tutor inner city children
- We hold large fundraisers raising thousands to support the Epilepsy foundation, the BowTie Program, and three annual local scholarships.
- Organize motivational speakers at elementary, middle and high schools.

Special Events Summer Internship

The intern's primary duties and responsibilities will include the following:

- Under the direction of the Administrative Director and Foundation President, organize a timeline and agenda of tasks for upcoming Annual Golf Tournament, (where we've in previous years, raised over \$120,000)
- Intern will be responsible for assisting in organizing groups and committees to plan and execute event
- Intern will be responsible for creating and sending out letters soliciting for in-kind donations and sponsorships of the event.
- Intern, in coordination with CDCF staff, is responsible for creating an event agenda, invitations, and Thank you follow-ups for the donors.
- The intern will also be involved in the brainstorming and execution of creating more out-of-the-box ideas to raise the most money possible at our biggest fundraiser of the year.

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech, Communications, Public Relations

Job Number: 7538
Job Title: Program Development Intern

Location: Lancaster

Job Description: The intern's primary duties and responsibilities will include the following:
-assist with expansion and growth of the program
-assist with developing in-kind donations and sponsors (food, programs, supplies)
-conduct online research for literacy and math enhancement programs
-discover educational summer programs for students based on needs and interests.

Majors Requested: Business, Business, Management, Elementary Education, English, Psychology, Social Work

Job Number: 7553
Job Title: PA GOP Intern

Location: Harrisburg

Job Description: Intern will work closely with Political Director to ensure positive relations with members, candidates, campaigns and take active role in research and perform grassroots politics; work with Communication Director to coordinate press conferences and monitor news services; assist in preparation of PA GOP meetings and conventions and work with administrators to take part in the day to day operations of Republican Party.
Must include two references with names, titles and phone numbers.

Majors Requested: Government & Political Affairs

Job Number: 7587
Job Title: Social Media Intern

Location: Millersville

Job Description: Intern will help university dining with the department facebook, add information to web pages on/or web design; make videos for YouTube, etc, and have some knowledge of photography.

Available for Fall and Spring semesters only.

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech, Communications, Public Relations

Job Number: 7614
Job Title: Corporate Communications Intern

Location: King of Prussia

Job Description: Intern will offer writing support for variety of internal and external communications, employee magazine, newsletter, news releases, etc.; organize and compose weekly announcements email to all employees; provide research and support for media relations and public affairs efforts; assist with proofreading and periodic checking of collateral placement around building; and other duties as assigned.

Majors Requested: Communications Speech, Communications, Public Relations

Job Number: 7654
Job Title: Mobile Application Developer

Location: Mountville

Job Description: Intern will assist with maintenance and upgrades to Clipper Magazine Sales Rep "ISS". Also have a system developed with MonoTouch (calling ASP.net webservices) that needs to be upgraded and maintained and intern will be responsible for making these changes. Intern will be part of larger team.

Majors Requested: Computer Science

Job Number: 7655
Job Title: Graphic Design Intern

Location: Conestoga

Job Description: Intern will use their strong knowledge of Adobe and other graphic design products (Illustrator, InDesign, Photoshop, etc.) to assist our Marketing department in the design and creation of all print advertisement products. Products include brochures, posters, labels, mailers, and similar advertising items. Must be proficient in graphic design programs to be considered.

Majors Requested: Art, Commercial, Business, Marketing

Job Number: 7684
Job Title: Trade Show Coordinator Intern

Location: Harrisburg

Job Description: Intern will coordinate trade show event activities and evaluate and propose opportunities to attend new events. Intern will promote and personifies the image of DCED, our partners and Commonwealth and is responsible for coordinating partnership participation, scheduling and monitoring event needs, adhering to event budget, and gauging effectiveness of event-based initiatives surrounding trade show activities.

Majors Requested: Business, Business, International Business, Business, Management, Business, Marketing, Communications Speech

Job Number: 7685
Job Title: Marketing Office Intern

Location: Harrisburg

Job Description: Intern will assist with Facebook (visitPA), research material and photos and develop content; Facebook (FilminPA), research material and photos, develop content, post, manage discussions, and respond to inquiries and other social media outlets.

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech

Job Number: 7688
Job Title: Human Resource Intern

Location: Lititz

Job Description: Intern will support HR staff by generating, proofreading and creating letters, memos, emails, etc.; process new hire paperwork; create ad-hoc and regular reports; process termination paperwork; maintain personnel files and records; assist with coordination of company events, programs and activities; assist with creative design of events; coordinate department meetings and events including travel arrangements; and other duties as requested.

Majors Requested: Business, Business, Management, Psychology

Job Number: 7704
Job Title: Manufacturing/Chemical Engineer Intern

Location: Manheim

Job Description: Intern will complete raw material testing and data collection; perform laboratory tests for new urethane formulation optimization studies; assist in evaluating new and current raw materials; perform hands on work in both lab and manufacturing floor; physical testing and data analysis of belting products or test samples from Chem Lab; development of new materials; processing of existing production materials; and other duties as assigned.

Majors Requested: Chemistry, Industry & Technology

Job Number: 7721
Job Title: Seasonal Merchandiser

Location: Mountville

Job Description: Intern will travel to existing accounts weekly to help them become more profitable. Intern will assist in performing re-sets, replace shelf tags and help organize merchandise following pre-printed plan-o-gram. Intern will come face to face with customer and are required to have a high level of customer service skills.

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech

Job Number: 7725
Job Title: Sales Intern

Location: Hershey

Job Description: Intern will participate with onsite events; field questions and process orders; provide accurate information to customers; process group orders and other related duties such as welcoming clients & customers to picnic area; collect picnic admission tickets and other duties as assigned.
Must submit application online at www.hersheyjobs.com.

Majors Requested: Business, Business, Management, Business, Marketing, Communications Speech

Job Number: 7738
Job Title: Finance Intern

Location: Harrisburg

Job Description: Intern will provide financial modeling pro-forma's for state and federal grant programs; create project budgets and manage expenditures; create financial spreads that monitor and track performances; assist in managing and administering portfolio of loans; assist with marketing and PR of events; assist in development of committee meeting agendas and minutes; and other duties as assigned.
Stipend will be given at conclusion of internship based upon performance.

Majors Requested: Business, Business, Finance, Economics

Job Number: 7748
Job Title: Intern

Location: Lititz

Job Description: Intern will assist group of credit Analysts by completing financial spreads, as well as corporate and personal cash flows. Special projects may also be assigned as needed. Intern will inter at Commercial Credit department in Lancaster, PA and should have completed or in process of completing core Accounting or Finance curriculum.

Majors Requested: Business, Accounting, Business, Finance

Job Number: 7766
Job Title: IT Intern

Location: Gettysburg

Job Description: Intern will perform all required functions for the Administrative/Member Services Department that include: convert current access reports to crystal reports; assist with distribution of new computers; assist with computer phone support; and special projects as needed.

Majors Requested: Computer Science

Job Number: 7778
Job Title: Laboratory/Field Tech Intern

Location: Harrisburg

Job Description: Intern will perform various field sampling and/or laboratory work. The field sampling would be primarily for Ice Cream or Swimming Pools. The laboratory work would entail various testing procedures using classical analytical techniques.

Majors Requested: Biology, Chemistry, Chemistry, Biochemistry

Job Number: 7782
Job Title: Product Management Intern

Location:

Job Description: Armstrong Floor Products (AFP) has a Product Management Internship opportunity at our Lancaster, PA Corporate Campus. Under the supervision and guidance of an experienced Product Manager, you will conduct a key project to establish a master database of wood trim items.

Activities Will Include:

Identify gaps in existing database files and resources
Research historical references and coordinate with Data Management to update master databases
Communicate with the warehouse in Dickson, TN for photography and additional information
Organize data into selling sheets for marketplace sales
Communicate with Sales Team to assess best market opportunities and provide a selling packet
Coordinate the production of chain sets or display boards for the sales team

Majors Requested: All Majors

Job Number: 7785
Job Title: Marketing Coordinator

Location: Willow Street

Job Description: Intern will assist to enhance online presence, recommend and implement procedures to leverage our web assets, will be responsible for tweets and facebook updates, coordinating with the accounting team for content. Intern will also innovate Top of Mind awareness programs with clients and community; create informational powerpoint slideshows for waiting rooms; and assist in creation of print advertising.

Majors Requested: Business, Marketing

Job Number: 7790
Job Title: Marketing and Events Manager

Location: Lancaster

Job Description: Junior Achievement of Central PA is seeking a goals-driven individual with strong attention to detail who excels in a fast-paced environment to serve as our Marketing and Events Manager and provide the organization with increased awareness through marketing, public relations, and special events. With the leadership and guidance of the President, the Marketing and Events Manager will work with committees to plan, organize, and execute special events while also promoting Junior Achievement through marketing and public relations efforts.

PRIMARY RESPONSIBILITIES INCLUDE:

1. Works with Marketing/PR Committee to develop and implement a Marketing/PR plan
2. Maintains a network of Marketing/PR contacts to increase organizational visibility through in-kind services
3. Initiates and maintains ongoing relationships with local media outlets to increase the credibility and image of Junior Achievement among existing and potential volunteers, contributors and program users. Develops story angles and works to achieve placement within media. Maintains current listing of media contacts
4. Conceives and manages production of monthly e-newsletter and biannual print newsletter with assistance from President and appropriate staff
5. Works with staff to provide marketing collateral materials needed to achieve organization goals
6. Manages and maintains website including development of new content

7. Creates/Coordinates content for social media outlets including Facebook, Twitter, LinkedIn and JACP Blog. Actively seeks opportunities to enhance the impact social media has on organization goals
8. Plans and implements local and organization-wide special events to meet budgeted financial and awareness goals. Develops and secures appropriate sponsorships and incentives to secure participation
9. Recruits, manages, motivates, and supports volunteer committees to assist in the planning and execution of each special event
10. Assists in developing budgetary goals for all communications/public relations activities and special events

JOB REQUIREMENTS:

- Bachelors degree or equivalent
- Two years experience in marketing and/or planning and promotion
- Strong oral and written communication skills including honed reflective listening skills
- Strong organization and planning skills
- Proven success working with committees and/or boards
- Proficiency with Microsoft Office applications
- Reliable transportation with availability to travel within the nine-county area
- Limited early morning, evening and/or weekend hours required for special events

Desired Skills:

- Strong computer skills including proficiency with Word Press and Adobe InDesign software

TO APPLY:

Please send letter of interest, resume, and at least one professional writing sample to:
Rebecca Doumaux, President, rdoumaux@JACentralPA.org, by May 18, 2012.

Majors Requested: Business, Business, Accounting, Business, Finance, Business, International Business, Business, Management, Business, Marketing, Economics

Job Number: 7798
Job Title: PT Intern - Music Business

Location: Lancaster

Job Description: Intern will assist administrative office in tasks relating to non-profit arts management. Duties include: database management, assisting with production management, music filing/organization, grant writing, etc.

Majors Requested: Music Education, Music, Music Industries

Job Number: 7799
Job Title: FT Intern-Management

Location: Lancaster

Job Description: Intern will assist administrative office with production management for in concert and community series productions. Production management includes staff assignment, prop sourcing, artistic assistance, and other duties surrounding the productions as needed.

Majors Requested: Music, Music Education, Music Industries

Job Number: 7800
Job Title: PT PR & Marketing Intern

Location: Lancaster

Job Description: Intern will assist administrative office in maintaining a positive public presence through press releases, marketing materials (postcards, flyers), social media, and interaction with out membership. Summer only.

Majors Requested: Business, Marketing, Communications, Public Relations, Music Industries