

ZANESVILLE / MUSKINGUM COUNTY LOCAL INTERNSHIPS

Company & Contact Info	Description
<p>Lepi & Assocs. Real Estate Service Jacqueline Layton (740) 455-3730 (work)</p>	<p>Realtor Listing Coordinator (handles listings) Closing Coordinator (handles closings) Secretary/Office Manager Advertising/Marketing Property Management Rental Management</p>
<p>John & Annie Glenn Historic Site Debbie Allender (740) 826-3305 (work) jgmuseum@ newconcord-oh.gov</p>	<p>Contact Debbie Allender about the opportunity in an internship through The John and Annie Glenn Museum.</p>
<p>McDonald's Greenhouse, Ltd. James and Susan McDonald (740) 452-4858 (work) mcdonaldsgreenhouse @columbus.rr.com</p>	<p>We are very busy from March - June. Then from September - October. James studied Horticulture Management and Greenhouse Production at OSU - ATI campus. We have 22,500'sq. of greenhouse growing space and tens of thousands of plants. We work 24 hours per day. We'll even feed you. Many of hands-on opportunities are available.</p> <p>Our website is: mcdonaldsgreenhouse.com It has our history, contact information, etc.</p>

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<p>Powerhouse of SEO, Inc. Kristy Szemetylo kszemety@gmail.com</p>	<p>Powerhouse of SEO, Inc., non-profit 501c3 youth arts organization, is looking for an energetic intern who seeks to benefit in gaining experience in the issues related to non-profit mgmt/arts mgmt. The successful candidate will have the opportunity to develop communication tools/skills, learn about and establish data resources for grant writing, enhance technical writing skills by participating in the preparation of grant proposals and establish community connections to further the success of a non-profit/arts organization as well as personal and professional development. While the internship is a volunteer position, the successful candidate will have the opportunity to develop his or her resume with practical, lifelong skills that will enhance opportunities for practical work experience or continued higher education goals.</p> <p>Prefer college students, would consider rising HS senior, internship will last 6-8 weeks depending on the arrangement with the successful candidate. Can explore qualifying for college credit with students institution.</p> <p>Contact/email resume - kszemety@gmail.com Application deadline: 6/4/10</p>
<p>Resource Systems Jeri Thompson (740) 826-7678 JLThompson@resourcesystems.net</p>	<p>Resource Systems is a software company based in New Concord, Ohio. Privately held since its founding in 1980, Resource Systems has more than 3,500 long term care customers throughout the nation. Recently, Resource Systems was recognized by Inc. Magazine as one of the 5,000 fastest growing companies in the United States. Resource Systems currently has over 80 employees. Resource Systems is currently seeking interns for the following positions:</p> <p>Customer Care Intern The Customer Care Intern is responsible for coordinating and completing the customer data entry and application configuration process for new customers. This position will work closely with the Training & Implementation team to ensure a successful implementation of CareTracker or other products. The Customer Care Intern is also responsible for adhering to implementation and documentation standards and maintaining a smooth transition to the training team.</p> <p>The successful candidate will have experience with Microsoft Windows products. In order to qualify, a candidate must have good communication and analytical skills, quality leadership experiences, and an attitude of sensitivity and caring for customers. Primary responsibilities include consulting with customers to retrieve paper-based processes and configure Resource System's application as necessary.</p>

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<p>Resource Systems Jeri Thompson (740) 826-7678 JLThompson@resourcesystems.net</p>	<p>(Resource Systems continued)</p> <p>Business Development Department Intern Ideal candidates will have an excellent communication and organizational skills and the ability to function in a high-tech environment. Proficiency in Microsoft Office products is required, and the ideal candidate would have some experience with Customer Relationships Management systems, although this isn't a prerequisite. The qualified candidate will assist the sales and marketing teams to create and manage information for targeted marketing campaigns. The intern will also focus on specific geographic regions for coordinated marketing campaigns. Upon completion of the internship, candidates will have gained valuable exposure and experience in software sales and marketing at one of the leading software companies in Ohio.</p> <p>Technical Support Intern The Technical Support Team resolves technical questions from customers by phone. The ideal candidate will have excellent problem resolution skills, be self-motivated, understand basic computer functions in Windows environments and take initiative to learn more about Resource Systems' products and the environment in which they are used. Duties may include special technical projects such as web development, maintaining internal systems, firewall maintenance, system rebuilds, etc. This person will also have a proven history of quickly learning and getting up to speed on new technologies; and be willing to expand into different technical areas as necessary. Preferably, the candidate will have technical support experience. The candidate must also be an excellent written and verbal communicator with a proven history of working with and serving others in problem resolution situations; and working work effectively as part of a team with the good of the team and customer being first and foremost. This person will also need to fit in with the current Technical Services and Product Development teams.</p>

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<p>Resource Systems Jeri Thompson (740) 826-7678 JLThompson@resourcesystems.net</p>	<p>(Resource Systems continued)</p> <p>Operations IT Intern The Operations IT Intern is responsible for assisting in the resolution of internal IT help desk issues. This position will work closely with the Network Administrator to provide prompt and professional resolution to internal IT and network issues. Duties will include setting up new users, coordinating the set-up and deployment of new hardware and software, and monitoring, troubleshooting and optimizing network performance. This position may also assist with hardware repair and other routine tasks within the Operations department.</p> <p>The successful candidate will have experience with Microsoft Windows products. In order to qualify, a candidate must have good communication and analytical skills, quality leadership experiences, and demonstrated, proactive customer service experience. Preferred candidates will also have some prior experience within an IT or technical services role.</p>
<p>Scholarship Central/Muskingum County Community Foundation Heather Sands (740) 453-5192 (work) hsands@mccf.org</p>	<p>The Muskingum County Community Foundation (MCCF) and Scholarship Central Internship focuses on assisting Muskingum County students achieve higher education goals by helping them to apply for college, prepare for entrance exams and gain knowledge of the financial resources for students in the area. MCCF currently hosts the program at their office in the historic Putnam area in Zanesville, Ohio.</p> <p>The Muskingum County Community Foundation offers the internship to current college students interested in promoting higher education in a statistically disadvantaged area. The Zanesville Scholarship Central Intern will work with the Muskingum County Community Foundation staff to conduct daily activities associated with Scholarship Central and other tasks affiliated with the project.</p> <p>For a complete description of the position, please contact Heather Sands at scholarshipcentral@mccf.org</p>