***2017 JOB OPPORTUNITY LISTING***

**ASM INTERNATIONAL MATERIALS DATA ASSOCIATE INTERN**

**MATERIALS PARK (RUSSELL) 5 DAYS/WK 40 HOURS**

**9639 KINSMAN RD.** [**www.asminternational.org**](http://www.asminternational.org)

Content Department: Microsoft

Knowledge, Versatility with Excel

and Data keeping systems, Science

and Math interest and background

**REQUIREMENTS:**

* High-School coursework in subjects related to engineering or physical sciences.
* Familiarity/Versatility with Microsoft Excel and with database programs. Experience creating Web pages or editing HTML a plus.
* Strong attention to detail.
* Ability to understand engineering mathematics. Ability to convert units of measure.

**JOB DESCRIPTION:**

Intern will participate in the development of reference databases used for screening and selection of materials for engineering applications.

* Analyze materials engineering content data sets to identify overlaps and inconsistencies.
* Research data sets via the Web or using other resources such as library databases.
* Develop reports of activity.
* Prepare data and enter it into spreadsheets or using an online interface (training will be provided).
* Evaluate/Discuss data sets after content is entered and posted.

**COMPANY 119 DIGITAL MARKETING INTERN**

**CHARDON 2 DAYS/WEEK – 16 HOURS**

**115 WILSON MILLS RD. #4** [**www.company119.com**](http://www.company119.com)

Indoors, Computer Blogs, Social

Media, Marketing, Repetitive,

Web Design, Office, Graphic Design

**REQUIREMENTS:**  Excellent computer skills

**JOB DESCRIPTION:**

Intern will have 3 areas of focus which include Social Media Management and should have knowledge of Facebook, Twitter, LinkedIn, Google+, YouTube. Intern will also be responsible for Copywriting and Contact Creation which will include concept and content strategies, client interviews, blogs, newsletters and press releases. Intern will also be responsible for Reporting, analytic and stats, which will include social media reports, google analytics reports, newsletter reporting and ongoing research and campaign reports.

**FLAMBEAU, INC. WAREHOUSE SUPPORT INTERN**

**MIDDLEFIELD 40 HRS/WK – 5 DAYS/WK**

**15981 VAL PLAST DR** [**www.flambeau.com**](http://www.flambeau.com)

Indoor, Factory, Computer, Manual Labor,

Receptionist, Customer Service

**REQUIREMENTS: MINIMUM AGE 18**

Intern must have computer experience, exhibit professionalism, be friendly and able to deal with public and coworkers. Intern must follow instructions and take direction. Intern will work in shipping and can be standing for 8 hours and must be able to lift 25 lbs. on a regular basis.

**JOB DESCRIPTION:**

Intern will pull and process orders and interact with other departments to meet deadlines. Intern will label in a manufacturing business and will participate in shipping products learning all processes involved and its importance.

**FONTENELLE GROUP, INC/MIDDLEFIELD POST REPORTER/SALES INTERN**

**MIDDLEFIELD 30 HRS/WK – 5 DAYS/WK**

**15520 W. HIGH ST.** [**www.middlefieldpost.com**](http://www.middlefieldpost.com)

Indoor, Outdoor, Computer, Filing, Customer

Service, Blogs, Social Media, Marketing,

Repetitive, Web Design, Office, Graphic Design

**REQUIREMENTS: VALID DRIVER’S LICENSE AND RELIABLE TRANSPORTATION**

Excellent written and verbal communication skills, Strong interview, writing and typing skills. Photography skills desired along with computer skills

**JOB DESCRIPTION:**

Intern will fill multiple positions, be responsible for Geauga County Fair edition editorial and photos, interview

Geauga County Fair leaders in all capacities. Intern will cover all topics related to the Geauga County Fair, take photos, write articles, (as many as 30), make calls to confirm ad placements and confirm setup and costs associated with the ads

**GEAUGA COUNTY COMMON PLEAS COURT COURT ASSISTANT INTERN**

**CHARDON 24 TO 30 HRS/WK MON – FRI**

**100 SHORT COURT STE. 2A** [**www.co.geauga.oh.us/commonpleas.com**](http://www.co.geauga.oh.us/commonpleas.com)

Indoor, Office, Computer, Customer Service, Excel

**REQUIREMENTS:** Ability to work in a Professional Environment, Proficient in Microsoft Office, typing and data entry, Ability to keep information confidential, Ability to work with others and independently, Excellent written and verbal communication skills which includes spelling, reading and math skills. Able to understand and follow instructions. Professional appearance and demeanor necessary. Willingness to learn

**JOB DESCRIPTION:**

Intern will perform administrative tasks for Judges, Court Administrator, and Administrative Assistant to help manage their workload and court schedule.

**GEAUGA GROWTH PARTNERSHIP PROJECT PLANNING INTERN**

**NEWBURY 30 – 40 HRS/WK 5 DAYS/WK**

**12373 KINSMAN RD SUITE C106** [**www.geaugagrowth.com**](http://www.geaugagrowth.com)

**I**ndoor, Computer, Customer Service, Office, Marketing

**REQUIREMENTS:** Familiar with Microsoft Word required, also Excel and Office programs preferred but not required. Self-starter that is detail oriented with good organizational and interpersonal communication skills. Able to work independently and also in a team setting, enjoys sharing ideas, and eager to engage others. Driver’s License and Reliable Transportation required due to unconventional work hours that are sometimes outside of a 9am-5pm day.

**JOB DESCRIPTION:**

Intern will learn and use project management skills while assisting staff members with event planning, Career Readiness planning, marketing & communications, and other project assigned duties. Intern will experience a broad range of GGP operations and spend some time visiting Geauga businesses. Intern will assist with preparation and design of Intern Recognition Dinner programs and certificates and may also help videotape fellow interns at their place of business. .

**GREAT LAKES CHEESE CO. LAB INTERN**

**HIRAM (TROY TWP.) 7 AM TO 3 PM MON – FRI**

**17825 GREAT LAKES PARKWAY** [www.greatlakescheese.com](http://www.greatlakescheese.com)

Indoor, Factory, Lab, Computer, Filing, Manual Labor, Customer Service, Blogs, Social Media, Marketing, Repetitive, Web Design, Office, Graphic Design

**REQUIREMENTS:** **MINIMUM AGE 18**, Self-starter and detail oriented, Familiar with Microsoft word, office and access programs. Must be comfortable working in a warehouse/factory environment and under refrigerated conditions for extended periods of times. Should be familiar with basic laboratory equipment and practices

**JOB DESCRIPTION:**

Intern will conduct all required daily laboratory activities alongside technicians, calibrate lab equipment and report deficiencies. Intern will perform root cause analysis of quality related incidents with quality and production teams. Intern will identify inefficiencies in lab and factory processes related to product quality and look for improvements.

**HC COMPANIES/DILLEN PRODUCTS PROCESS IMPROVEMENT TECH INTERN**

**MIDDLEFIELD 25 HRS/WK 5 DAYS/WK**

**15150 MADISON RD** [**www.hc-companies.com/greenhouses/Dillen.aspx**](http://www.hc-companies.com/greenhouses/Dillen.aspx)

Indoor, Factory, Computer, Manual Labor,

Photography

**REQUIREMENTS: MINIMUM AGE 18**

Computer skills in Office Programs, Photography, Basic understanding and use of hand tools, Understanding of mechanical structure, problem solving skills

**JOB DESCRIPTION:**

Intern will develop a TPM program for Blow Mold machines. Intern will investigate; create instructions and tools to perform tasks. Intern will create instruction booklet with photos. Intern will test and time the process created to perform the task.

**HEXPOL COMPOUNDING LLC (BURTON RUBBER) IT ASSISTANT INTERN**

**BURTON 40 HRS/WK MON – FRI**

**14330 KINSMAN RD.** [**www.hexpolcompounding.com**](http://www.hexpolcompounding.com)

Indoor, Factory, Lab, Computer

**REQUIREMENTS:** **MINIMUM AGE 18,**

Basic computer hardware and software knowledge, Able to read and comprehend written instructions, Excellent verbal and written communication skills, Basic math skills, Interpersonal Skills (cooperation, collaboration, self-motivated, ability to get along well with others).

**JOB DESCRIPTION:**

Intern will maintain open line of communication with Manager, electronically scrub laptops/desktops for malware, viruses, ransomware, spyware, adware and other malicious programs. Intern will set up desktops and laptops for employee use, clean-up areas, verify and properly operate hand scanners, scale heads, etc., assist in sending damage parts for repair, qualify machine functionality, learn programming of devices, assist in anti-virus reports, follow all safety policies and procedures.

**KINETICO INCORPORATED MANUFACTURING ENGINEERING**

**NEWBURY ASSISTANT INTERN**

**10845 KINSMAN RD. 40 HRS/WK MON – FRI**

[**www.kinetico.com**](http://www.kinetico.com)

Office, Factory, Lab, Computer, Manual Labor, Repetitive

**REQUIREMENTS:**

VALID DRIVER’S LICENSE, Able to lift 20 pounds and maneuver 100 pounds with dolly, Daily transportation, self-starter, manufacturing and/or engineering interests, college plans or participation, mechanical aptitude, understanding of power tools, good analytical and problem solving skills, good computer skills including working knowledge of Word, Excel and Outlook, visual and mental attention to detail, good verbal communication skills, math skills, organizational skills, ability to multi-task.

**JOB DESCRIPTION:**

Intern will participate in the follow tasks but not limited to those listed; product rework, production part verification, production assembly review, production process evaluation, process documentation and evaluation, vended part verification and testing, product performance testing and documentation and navigating various computer programs for data.

**MAYFIELD SAND RIDGE GOLF CLUB GROUNDS CREW INTERN (2 INTERN POSITIONS)**

**CHARDON 5 DAYS/ WK - 40 HOURS – W/OCCASIONAL**

**12070 MAYFIELD RD WEEKENDS**

[www.mayfieldsandridge.com](http://www.mayfieldsandridge.com)

**REQUIREMENTS: DRIVER’S LICENSE**  Outdoors, Manual Labor

**JOB DESCRIPTION:**

Intern expected to play a vital role in preparing golf course for member and tournament play on a daily basis; mowing of greens, tees and approaches; bunker maintenance; rotary mowing and string trimming; golf course construction projects

Someone interested in the outdoors, the environment or environmental design would benefit from the position

**METZENBAUM SHELTERED INDUSTRIES “MSI” PRODUCTION ASSISTANT INTERN**

**CHESTERLAND**  **ADULT SERVICES DEPT.**

**8090 CEDAR RD 24 HRS/WK – FLEXIBLE DAYS**

[**www.geaugaadd.org**](http://www.geaugaadd.org)

Indoor, Outdoor, Manual Labor, Factory, Repetitive, Customer Service

**REQUIREMENTS: Able to Lift 40 pounds**

**JOB DESCRIPTION:**

Intern will assist Production Coordinator, Truck Driver and Workshop Manager with loading and unloading, packaging and delivery. Intern will use pallet jack, complete inventories and report production levels.

**METZENBAUM SHELTERED INDUSTRIES “MSI” HR ASSISTANT INTERN (2 POSITIONS)**

**CHESTERLAND HUMAN RESOURCES DEPT.**

**8090 CEDAR RD. 24 HRS/WK – FLEXIBLE DAYS**

[**www.geaugaadd.com**](http://www.geaugaadd.com)

Indoor, Office, Computer, Social Media, Customer

Service

**REQUIREMENTS:**  Microsoft Office, Excel and Word Proficiency. The desire to support individuals with disabilities

**JOB DESCRIPTION:**

Intern will assist the HR Director with processing employee files, hiring activities, scheduling, interviews, and medical appointments. Intern will make phone calls, edit compliance files.

**NMS CERTIFIED PUBLIC ACCOUNTANTS ADMINISTRATION INTERN**

**CHARDON**  **24 HRS/WEEK – DAYS FLEXIBLE**

**121 SOUTH ST.** [www.neececpa.com](http://www.neececpa.com)

Indoor, Office, Computer, Customer Service

Receptionist

**REQUIREMENTS:** Computer knowledge, Excellent verbal and written communication skills, Organized

**JOB DESCRIPTION:**

Assist Administration and Tax Departments with general clerical duties. Including but not limited to typing, faxing, printing, stapling, scanning, answering phones and general system maintenance projects in firm software.

Intern will utilize MS Office suite, Thomson Reuters Software and basic office equipment in order to perform general administrative and clerical tasks. Intern will be trained by multiple members of the administration department on an as-needed basis.

**PHIL MILLER CONSTRUCTION CONSTRUCTION LABOR INTERN**

**MIDDLEFIELD 20 – 40 HRS/WK 5 DAYS/WK**

**17250 KINSMAN RD.**

Indoor, Outdoor, Manual Labor, Factory

**REQUIREMENTS: MINIMUM AGE 18**

Physical ability, Basic Knowledge of Job Sites, Good Attitude, Willing to Learn, Always On Time

**JOB DESCRIPTION:**

Intern will work indoors and outdoors and be required to do physical work on and off the construction site. Intern should have a general knowledge of job site equipment and always be on time. Intern will learn how to set forms, pour and set concrete and job safety. Intern will learn how a construction company works.

**RESCUE VILLAGE SPECIAL EVENTS & MARKETING INTERN**

**NOVELTY 24 HRS/WK 5 DAYS/WK occasional**

**15463 CHILLICOTHE RD. evening/weekend**

[**www.geaugahumane.org**](http://www.geaugahumane.org)

Indoor, Outdoor, Computer, Manual Labor,

Customer Service, Office, Receptionist, Social

Media, Marketing

**REQUIREMENTS:**

Driver’s License and Reliable Transportation. Experience with email, Social Media, Word, Excel, Publisher. Excellent verbal and written communication skills. Comfortable and professional on the phone and talking with people.Must Love Animals, be organized, detail oriented, love fast-paced hands-on environment, have a sense of humor, must feel excited about the Rescue Village Mission and Vision (see our website www.geaugahumane.org)

**JOB DESCRIPTION:**

This is a unique opportunity to intern at one of northeast Ohio's premier animal welfare agencies, Rescue Village. The focus of this internship will be hands-on assistance to the Special Events Coordinator and Marketing Coordinator during lead-up to Woofstock 2017. Woofstock is the largest dog walk and family festival in our region. Attended by over 3,000 people and 1,000 dogs, the run-up includes: team fundraising, volunteer recruitment, vendor attraction, sponsor relations, publicity, marketing, and more. The intern would be given substantive assignments and the support and direction to succeed. This year will be especially exciting as we are moving Woofstock from the beautiful Holden Arboretum closer to home. The intern will be welcomed to be part of some of the overall discussions about the newly designed event. While working hours are mainly M-F. Occasional evenings and weekends may be required but will be scheduled in advance.

**RONYAK BROTHERS PAVING ACCOUNTING/HUMAN**

**BURTON RESOURCE INTERN**

**14376 N. CHESHIRE ST. 10 am – 4 pm MON – FRI**

[**www.ronyakpaving.com**](http://www.ronyakpaving.com)

Indoor, Office, Computer, Customer Service

**REQUIREMENTS**:

Pass Drug Test and Background Check, Excellent Verbal and Written Communication Skills, Microsoft Office, Computer skills, Ability to multi-task and remain motivated while working independently and complete projects in a timely manner

**JOB DESCRIPTION:**

Intern will answer phones, Assist with Customer Service, Support Accounts Payable, Contract Management and Human Resources. Some duties will be Data Entry, Filing, Matching Invoices, Worker Compensation Letters, Payroll Support and Scheduling, EEO compliance and OSHA updates

**SHEOGA HARDWOOD FLOORING PRODUCTION/PLANT INTERN**

**MIDDLEFIELD 35-40 HRS/WK 5 DAYS/WEEK**

**15320 BURTON WINDSOR RD.** [**www.sheogaflooring.com**](http://www.sheogaflooring.com)

Indoor, Outdoor, Factory, Multiple Departments, Repetitive, Manual Labor, Office

**REQUIREMENTS:** **MINIMUM AGE 18**

**Good leather work boots are a necessity.** Steel toe shoes a plus but not mandatory. Long slacks: jeans or comparable heavy fabric to protect legs. T-shirts are acceptable with no foul language or references – close fitting shirts are important. Dependability, timely, willing to listen to directions and follow instructions. When the intern gets to the office portion of the internship, they will assist with FSC audits and knowledge of MS-Excel would be a plus.

**JOB DESCRIPTION:**

Intern will begin working in the grading shed, assisting in the process of grading/stacking green lumber for air & kiln- drying. (This process is strenuous). Intern will spend time becoming familiar with the kiln-drying process and testing moisture content of the raw wood. Intern will spend time in the ripping bay where lumber is defected, sized and stacked by grade/width. Intern will end-match and assist in packaging and prepping goods for shipment. Intern may work processing the textured flooring and assist in engineered flooring.

Intern will sit in Safety Committee meetings monthly, and Safety and Production discussions. Intern will attend Management meetings with executives to discuss company issues.

**THUNDER ROADS/IRON COWBOY PRODUCTIONS MARKETING & PROMOTIONS INTERN**

**(2 POSITIONS)**

**BURTON 20 – 30 HRS/WK 3 – 4 DAYS/MORE WITH EVENTS**

**12467 KINSMAN RD.** [**www.thunderroadsohio.com**](http://www.thunderroadsohio.com)

Indoor, Outdoor, Computer, Customer Service,

Social Media, Marketing, Web Design, Graphic Design

**REQUIREMENTS: DRIVER’S LICENSE AND RELIABLE TRANSPORTATION**

Adhere to schedule and be on time for all shifts, follow instructions and complete projects independently, be professional at all times

**JOB DESCRIPTION:**

Intern will be involved in the marketing of Thunder Roads Ohio Magazine, the largest Regional Motorcycle Magazine in the Nation. It is a family friendly magazine, but does include content relating to firearms and tattoos. Intern will be involved in dealing with customers and promoting the magazine through a variety of avenues including: social media, events, and direct contact. Intern will perform basic customer service duties, including following up with clients and assisting with promotions.

Expectation will be to work some events - possibly evenings and weekends as well.

Some data entry will be required.

**TROY CHEMICAL INDUSTRIES, INC. LAB ASSISTANT INTERN**

**BURTON 8 to 4:30 40 HRS/WK 5 DAYS/WK**

**17040 RAPIDS RD.** [**www.troychemical.com**](http://www.troychemical.com)

Office, Factory, Lab, Computer, Manual Labor

**REQUIREMENTS: MINIMUM AGE 18, Non-Smoker**, Pass Drug Test

High School Chemistry, Physics, Biology and Basic Computer Skills, Microsoft Office a plus

**JOB DESCRIPTION:**

Intern will handle chemical solutions, perform quality control, write specifications, and enter data into Quality Control Systems. A research project will be assigned to be completed prior to completion of employment

**UNITED WAY SERVICES OF GEAUGA CO. ENGAGEMENT & MARKETING INTERN**

**CHARDON 24 HRS/WK FLEXIBLE DAYS**

**209 CENTER ST.** [**www.uwsgc.org**](http://www.uwsgc.org)

Indoor, Computer, Customer Service,

Office, Receptionist, Social Media, Marketing

**REQUIREMENTS:**

Excellent oral and written communication skills, Organizational skills, Computer knowledge

**JOB DESCRIPTION:**

A Summer Intern with United Way Services of Geauga County will be provided with the opportunity to learn firsthand about the health and human service sector in Geauga County, as well as gain increased knowledge about the role and functions of United Way within the system of care. In addition, the Summer Intern will serve as an ambassador for the health and human services network in Geauga County.

Duties (in partnership with United Way staff members) may include:

• Participating in a variety of fundraising activities that will include analyzing, planning, and implementing successful campaigns and events

• Writing press releases

• Developing and implementing volunteer events within the community

• Interacting with non-profit agencies to gather information about their services and partnership with United Way

• Crafting social media updates; researching education, income, health topics

• Possible website development

**UNIVERSITY HOSPITALS/GEAUGA CAMPUS HUMAN RESOURCE INTERN**

**CHARDON 30 – 35 HRS/WK 5 DAYS/WEEK**

**13207 RAVENNA RD.** [**www.uhhospitals.org/geauga**](http://www.uhhospitals.org/geauga)

Indoor, Computer, Manual Labor, Repetitive, Customer Service, Office, Reception

**REQUIREMENTS:** **MINIMUM AGE 18**

Prior office, customer service, or other professional setting considered, but not required; Interest in pursuing a career in the healthcare field; Good organizational skills, detailed oriented, and ability to multi-task; Strong oral, written & interpersonal communication skills required; Proven diplomacy and demonstrated ability to problem-solve; Must be able to work independently.

**Special Skills & Equipment Knowledge:**

Proficient in MS Office Suite

**JOB DESCRIPTION: Position Summary/Essential Duties**:

1. Develop an understanding of two/three key focus areas in the hospital, to be selected in conjunction with the Volunteer Service Coordinator.
2. Take part in the professional environment of the hospital. Actively look for ways to become involved. Attend meetings with department leaders, introduce yourself and explain your internship objectives, then follow up with any questions you have.
3. Create a paperless archive system for the Pet Pals Program, Pastoral Care Program, and other Volunteer Services.
4. Filing and organizing records.
5. Update Volunteer Services record keeping.
6. Assume responsibility for all tasks assigned during this internship.
7. During the final week of your internship, prepare and deliver to hospital leaders a summary of your experience. This summary should include, but is not limited to:
   1. A summary of the work you performed
   2. General insights about the hospital environment
   3. Specific new learnings from your internship
   4. How you will use your new perspective to help in the future

**UNIVERSITY HOSPITALS/GEAUGA CAMPUS BARIATRIC SURGERY INTERN**

**CHARDON 30 – 35 HRS/WK 5 DAYS/WEEK**

**13207 RAVENNA RD.** [**www.uhhospitals.org/geauga**](http://www.uhhospitals.org/geauga)

Indoor, Computer, Manual Labor, Repetitive, Customer Service, Office, Reception

**REQUIREMENTS: MINIMUM AGE 18**

Interest in pursuing a career in the healthcare field; Prior customer service skills considered, but not required; Strong oral, written & interpersonal communication skills required; Good organizational skills and detailed oriented; Proven skills in diplomacy, ability to multi-task and work independently.

**Special Skills & Equipment Knowledge:**

Proficient in MS Office Suite.

**JOB DESCRIPTION: Position Summary/Essential Duties**:

1. Filing and uploading documents (faxes, RTW, FMLA) and other miscellaneous forms.
2. Calling patients/clients to inquire about needed documents and clearances for surgery.
3. Correspondence with providers to receive clearances and test results (HDP).
4. Updating and prepping folders for all Bariatric classes.
5. Preparing and mailing letters.
6. Photocopying

Assume responsibility for all tasks assigned during the internship.