APPLES
Service-Learning
INTERNSHIPS

SUMMER 2017
# Table of Contents

A Letter from the Internships Co-chairs .......................................................... 3
Internship Listing According to Position Focus................................................ 4
BikeWalk NC -- Communications and Marketing Manager ................................ 5
Bridge II Sports – Event Coordinator Intern ..................................................... 6
Carolina Meadows – Music and Memory/Community Outreach Intern .................. 7
Central Carolina Community College – Bridge Program Coordinator .................. 8
Central Carolina Community College – Internship Coordinator ......................... 9
Chapel Hill Downtown Partnership – Marketing, Social Media & Communications Intern .................................................. 10
Charles House Association – Charles House Program Intern .......................... 11
Community Empowerment Fund – Financial Specialist Intern ........................ 12
Compass Center for Women and Families – Domestic Violence Advocacy Intern .................................................. 13
Durham Arts Council– CenterFest Arts Festival Assistant ................................ 14
East Coast Greenway Alliance– Marketing Communications Intern ................... 15
Fill Your Bucket List Foundation – Summer Intern ........................................... 16
Genesis Farm Educational Foundation – Summer Intern ..................................... 17
Kidzu Children’s Museum – Museum Intern .................................................... 18
Marbles Kids Museum – Summer Camp Intern ................................................ 19
MiracleFeet – Fundraising and Marketing Intern ............................................... 20
North Carolina Botanical Garden – Horticulture Intern .................................... 21
North Carolina Folklife Institute – Folklife Outreach Intern ................................ 22
North Carolina Therapeutic Riding Center – Administrative/Operational Intern .... 25
Orange County Partnership for Young Children – General Programs Assistant and Children’s Camp Coordinator .......... 26
Piedmont Wildlife Center – Summer Camp Education Intern ............................ 27
Raleigh/Wake Partnership to End and Prevent Homelessness – Intern ................. 28
Student Action with Farmworkers – Into the Fields Intern ................................ 29
Student U – Summer Academy Teacher ......................................................... 30
TEACCH – Summer Training Assistant ................................................................ 31
Teaming for Technology – La Familia Program Outreach Coordinator ................ 32
The Arc of the Triangle – Support Professional ............................................... 33
UNC Campus Y – Program Assistant .................................................................. 34
Wake County Board of Commissioners - Intern .............................................. 35
Women’s Birth and Wellness Center – Birth Center Intern .................................. 36
Greetings,

On the behalf of the APPLES Service-Learning program and the Carolina Center for Public Service, we extend our deepest gratitude to you for your shared interest in public service and continued commitment to community engagement.

This listing details available APPLES summer 2017 internship positions. The organizations included cover a spectrum of professional development opportunities offered to Carolina students and include communications, program development and teaching. Likewise, the organizations include nonprofits, schools and local government. As such, each position offers students unique, developmental experiences in education areas of interest like environmental education, psychology, public policy, journalism, advertising, business, entrepreneurialism and many more.

These opportunities are designed and selected for students to gain professional experiences while continuing their education over the summer. Interns agree to complete 320 hours of work, receive a $2,500 stipend and enrolled in a one-credit hour online service-learning course in the summer provided through the Carolina Courses Online summer program through the William and Ida Friday Center for Continuing Education.

As former interns, we can personally attest to the power of this program. Through a sustained partnership, APPLES and its community organizations have developed a mutually beneficial internship program. While students receive stipends and course credit, their contributions assist community partners with specialized projects. Together, this creates an invaluable experience that is hard to replicate.

We encourage you to use this packet as a resource — a survey of all of your options. This guide lists many opportunities. Information includes position descriptions, preferred qualifications and organization overviews. If you have additional questions, be sure to reference the organization’s website or contact apples@unc.edu. Applications are due Jan. 25, 2017.

Thank you for your interest in an APPLES service-learning internship and your commitment to public service and the community. We wish you the best of luck.

Sincerely,

APPLES Internship Committee

ccps.unc.edu/apples/service-learning-internships
Internship Listing According to Position Focus

Education
Central Carolina Community College – Bridge Program Coordinator
Central Carolina Community College – Internship Coordinator
Orange County Partnership for Young Children
Student U
TEACCH Summer Training

Marketing and Public Relations
BikeWalk NC
Chapel Hill Downtown Partnership
East Coast Greenway Alliance
Fill Your Bucket List Foundation

Outreach and Fundraising
MiracleFeet
North Carolina Folklife Institute
Raleigh/Wake Partnership to End and Prevent Homelessness
Teaming for Technology

Project and Event Management
Bridge II Sports
Durham Arts Center
Kidzu Children’s Museum
Marbles Kids Museum
UNC Campus Y

Public Policy
North Carolina General Assembly – Sen. Valerie Foushee
Student Action with Farmworkers (SAF)
Wake County Board of Commissioners

Social Services
The Arc of the Triangle
Carolina Meadows
Charles House Association
Compass Center for Women and Families
Community Empowerment Fund
North Carolina Therapeutic Riding Center
Women’s Birth and Wellness Center

Environment
Genesis Farm Educational Foundation
North Carolina Botanical Garden
Piedmont Wildlife Center
**BikeWalk NC -- Communications and Marketing Manager**

**Durham, North Carolina**

**Number of intern positions:** 1

**Transportation needed:** Bike or walk (weekly meetings in Raleigh may require bus if no car)

**Start and end dates:** 5/10 – 8/9

**Website:** bikewalknc.org

**Organization description:** BikeWalk NC is a membership-based, statewide advocacy organization promoting non-motorized transportation choices for residents of and visitors to North Carolina. Our existing and potential support base includes shop owners, cycling clubs, transportation professionals, local advocacy organizations, elected officials, allied nonprofits, business groups, government, environmental and health-oriented organizations and various individual advocates across the state interested in promoting people-powered transportation.

**Internship details:** The intern will grow and foster membership by assisting in organizational communications efforts. These responsibilities include planning and writing a monthly e-newsletter and developing digital content including legislative alerts, blog posts, memes and press releases. The intern will search for and share relevant bicycle/pedestrian news items for Facebook, Twitter, Instagram and the website. Additional duties include tracking membership and assisting with thank you notes, monitoring and assisting with monthly social media metrics reports, and utilizing tools such as Facebook Analytics and Crowdbooster. When the General Assembly is in session, the intern will scan proposed bills for transportation related issues, monitor action on bills we are tracking and monitor legislative meetings in person (Raleigh) or via the internet. BikeWalk also may host a major fundraising event in mid-June. The intern will help the day of the event and assist with volunteer coordination and event promotion.

**Relevant coursework and skills:** Journalism, communications, public policy, environmental science and public relations.
Bridge II Sports – Event Coordinator Intern
Durham, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/5 – 8/11

Website: bridge2sports.org/

Organization description: Bridge II Sports’ mission is to educate, develop and implement opportunities for youth and adults with physical disabilities to play individual, team and recreational sports. As a nonprofit organization, we collaborate with community partners throughout the region and state to provide equipment, coaching, team coordination and play space so people of all ages and abilities can participate in team and individual sports.

Internship details: This intern will assist with Bridge II Sports' August Madness event. Duties include:

- Report to and assist the event coordinator in daily tasks.
- Assist with facilitating communication.
- Assist events coordinator in event contract preparation and other related items.
- Ensure that venues are set up and ready for an event. Create and revise plans, layouts and other materials for various events. Work closely with the events coordinator to ensure that the event location fulfills all building, health, safety and ADA requirements.
- Schedule and coordinate appointments.
- Hands-on work with the customer relationship management system.
- Attend occasional sponsorship meetings and learn how sponsorship activation works.
- Maintain and create event reports and spreadsheets.
- Assist in coordinating the event timeline.
- Assist in supervising and coordinating the catering personnel activities and subcontractors.
- Social media outreach.
- Other duties as assigned.

Relevant coursework and skills: Event planning, sport management, sports administration, strategic communications, marketing/public relations, recreation management or other related major.
Carolina Meadows – Music and Memory/Community Outreach Intern
Chapel Hill, North Carolina

Number of intern positions: 1
Transportation needed: Car
Start and end dates: 5/22 – 8/4
Website: carolinameadows.org/

Organization description: Carolina Meadows' mission is to provide housing, health and wellness services and social opportunities for older adults in a financially secure community that respects individual dignity, encourages independence and promotes life-long learning.

Internship details: The intern will grow the Music and Memory program at Carolina Meadows through a variety of responsibilities. The intern will interview residents and families to learn about resident music preferences, develop an individualized playlist for each resident in the program, program iPods, check iPod chargers stored in residents' rooms, work with each resident to be sure the songs are agreeable and actively support residents in using their iPods. The intern will also:

- Implement, support and growth the Music and Memory program at other elder care facilities and the Council on Aging in Chatham County, and develop a plan to help grow the Music and Memory program in the area.
- Based on the intern's interests and skills, plan for a local iPod drive and work to get press for the program or develop a presentation for local service organizations/churches, etc.
- Research (via web and local organizations) and create resource lists for seniors in Orange and Chatham counties (transportation options, nutritional support, affordable housing).
- Other outreach activities as needed.

Relevant coursework and skills: Music, gerontology, psychology, social work, recreational therapy and public relations. The students' interest in working with older adults and in music is more important than the major.
Central Carolina Community College – Bridge Program Coordinator
Pittsboro, North Carolina

Number of intern positions: 1
Transportation needed: Car
Start and end dates: 6/5 – 8/11
Website: cccc.edu/ccp/summer-bridge/

Organization description: Central Carolina Community College (CCCC) has designed a summer bridge program that will ease the transition for Central Carolina Works (CCW) students into higher education. The CCW Summer Bridge Program will provide a seamless transition to college by exposing students to college resources early and by educating students on the "soft skills" crucial for success in higher education. Participants enroll in a one-credit hour course while being immersed in a fun and intensive learning environment that will give them an advantage heading into their full college experience.

Internship details: The Upward Bound Math and Science (UBMS) program at CCCC serves 60 first generation college students of low-income from Harnett County high schools as they prepare for college. The intern will serve as the UBMS Bridge program coordinator and will be responsible for managing a summer bridge program for approximately 10 graduating seniors in UBMS. This individual works with the UBMS program staff to effectively manage all program elements, including overseeing student enrollment and success in credit-bearing college courses at CCCC and facilitating a college success seminar to prepare students for their first year in college. Responsibilities also include coordinating tutoring as needed, documenting all services and maintaining accurate records, meeting regularly with permanent staff to review student progress and discussing any problems, serving as a role model and mentor to students, assisting with special events, traveling on a cultural enrichment trip with students and staff, and enforcing the rules and regulations of the program. Expected schedule is Monday - Thursday 32 hours per week for 10 weeks.

Relevant coursework and skills: Open to all majors, but education or STEM majors preferred. Education majors are preferred due to academic and student-centered program focus; STEM majors are preferred due to the opportunity for mentoring by STEM majors. Through this position, students will demonstrate and strengthen skills in communication, program administration and leadership.
Central Carolina Community College – Internship Coordinator
Pittsboro, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/12 – 8/4

Website: cccc.edu/trio/mathandscience/

Organization description: The Upward Bound Math and Science (UBMS) program strengthens the math and science skills of participating students. The program’s goal is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.

Internship details: The UBMS program strengthens the math and science skills of participating high school students of low-income, many first-generation college students, and supports their pursuit of college math and science degrees. The UBMS program at Central Carolina Community College (CCCC) serves 60 students from Harnett County high schools. The internship coordinator is responsible for managing a summer internship program for 19 rising high school seniors in UBMS. The intern works with program staff to manage all elements of the six-week summer internship program. The internship coordinator works with students to ensure a positive and productive internship experience, makes site visits to all internship locations using a CCCC college car, documents all services, maintains accurate records, and meets regularly with permanent staff to review student progress and discuss any problems. The internship coordinator also serves as a role model and mentor to students, assists with special events, travels with students on community service trips, college visits and a cultural enrichment trip, and enforces program rules and regulations.

Relevant coursework and skills: Open to all majors, but education or STEM majors are preferred. Education majors are preferred due to academic and student-centered program focus; STEM majors are preferred due to the opportunity for mentoring by students who are STEM majors. Through this position, students will demonstrate and strengthen skills in communication, program administration and leadership.
Chapel Hill Downtown Partnership – Marketing, Social Media & Communications Intern
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Walk, bike, bus

Start and end dates: 6/1 – 8/1

Website: downtownchapelhill.com/

Organization description: The Chapel Hill Downtown Partnership is working to bring the resources of the Town, University and downtown community together to maintain, enhance and promote downtown as the social, cultural, and spiritual center of Chapel Hill through economic development. The Downtown Partnership is a 501 (c) 3 nonprofit agency tasked with leading and managing the downtown through partnership efforts; marketing and promotions; improving the visual appeal of downtown; and rebuilding downtown as a mixed use center of retail, service, professional, governmental, institutional, and residential uses.

Internship details: The intern will create and implement a dynamic, engaging marketing campaign for downtown Chapel Hill. The campaign will include a multi-media approach with original blog content, social media, media outreach, special events and more. The campaign will build foot-traffic to businesses and summer events, and increase community awareness of the assets that downtown offers during the summer.

Relevant coursework and skills: The intern could be a marketing, communications, public relations or journalism major. The intern must have strong writing skills and professional social media skills to include Twitter, Facebook and Instagram. Interns who know how to use the web design program Squarespace will receive preference. The intern should be comfortable with public speaking and representing the Chapel Hill Downtown Partnership in the public realm. Most importantly, the intern must be enthusiastic about downtown Chapel Hill, exploring new businesses and meeting people. The intern must be knowledgeable of downtown Chapel Hill in general.
Charles House Association – Charles House Program Intern
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/1 – 8/15

Website: charleshouse.org/

Organization description: Charles House Association operates the Charles House Center for Community Elder Care to provide quality, personalized care to elders and respite for their caregiving families.

Internship details: The intern will gain leadership and interpersonal skills while working hands-on with older adults. The intern will learn and work in both the adult day center (serving up to 40 people daily) and the eldercare home (with six residents).

Relevant coursework and skills: As long as there is an interest in dementia and aging and a willingness to learn, the current major is not as important.
Community Empowerment Fund – Financial Specialist Intern
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Bike, walk

Start and end dates: 5/29 – 7/29

Website: communityempowermentfund.org/

Organization description: The Community Empowerment Fund (CEF) is a student-powered nonprofit organization focused on enabling and sustaining transitions out of homelessness and poverty. Our approach combines relationship-based support with financial services that achieve equity. Our members are connected to a supportive community of volunteers and advocates to help achieve their goals. We work with members to secure housing, gain employment and build savings in order to achieve financial security and sustain transitions out of poverty. We uphold a dual purpose of empowering members to achieve their goals while developing student leaders. We are passionate about sustaining transitions out of homelessness and leverage the combined resources of amazing volunteers, partners with a shared belief in mission, and collaborations across a wide spectrum to support each person uniquely and holistically.

Internship details: Key responsibilities for this internship include assisting with the Advocate Program. Duties may include:

- Providing one-on-one support to individuals experiencing or at-risk of experiencing homelessness.
- Working with clients on resume writing, job applications, finding affordable local housing and community resources.
- One-on-one financial coaching and identifying resources to share with staff and advocates.

The intern will also work directly with a goal-oriented matched savings program, which will provide targeted support to members engaged in CEF’s matched savings accounts, servicing accounts and marketing accounts to increase member engagement. The intern will participate in weekly CEF executive staff meetings and take part in decision-making, problem solving and resource development.

Relevant coursework and skills: All majors welcome. Candidates must be comfortable working with Microsoft Office and have excellent interpersonal and communication skills to communicate complex concepts simply and effectively. Through this position, students will demonstrate and strengthen skills in facilitating workshops, program planning and interacting individually with clients.
Compass Center for Women and Families – Domestic Violence Advocacy Intern
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Bike or walk from UNC’s campus

Start and end dates: 5/20-8/10

Website: compassctr.org/

Organization description: Compass Center for Women and Families helps individuals and families prevent and end domestic violence and become self-sufficient while navigating their journey to self-sufficiency, safety and health. We provide domestic violence crisis services, career and financial education, assistance with legal resources and adolescent empowerment programs. We empower individuals and promote equal access to opportunity regardless of gender or economic status. We are proud to serve more than 5,000 clients each year with essential programs and services like career and financial education, legal resources and support groups, all open to the public. Compass Center is the only Orange County resource for comprehensive domestic violence crisis services. Compass Center is also closely connected to Chapel Hill-Carrboro City Schools, offering sexual health programming and empowerment programs related to safe relationships in middle school health classes.

Internship details: Domestic violence advocacy interns are the first contact that clients have when they come to Compass Center or call our 24-hour domestic violence hotline. Responsibilities include:

- Provide direct assistance in-person and over the phone to victims of domestic violence.
- Provide crisis intervention, active listening and emotional support to individuals and families experiencing interpersonal violence.
- Advocate for clients working with other agencies, shelters and the court system.
- Connect clients with community resources.
- Assist clients in filling out domestic violence protective orders.
- Arrange emergency hotel placement and assist clients in checking-in, when appropriate.
- Keep accurate and appropriate documentation on client services, conduct follow-up and outreach when appropriate.
- Assist in maintaining volunteer office, client counseling rooms, food pantry and kitchen.
- Assist with administrative tasks and additional projects.

Relevant coursework and skills: A six-week training program is required. Training begins Feb. 14 and ends March 30. Compass Center will be closed the week of UNC’s spring break. Training sessions are Tuesday and Thursday evenings from 5:30 - 9. There are no preferred majors or academic programs.
Durham Arts Council—CenterFest Arts Festival Assistant
Durham, North Carolina

Number of intern positions: 2

Transportation needed: Car

Start and end dates: 6/5-7/31

Website: durhamarts.org/

Organization description: The Durham Arts Council (DAC) is a private nonprofit dedicated to supporting the arts in Durham and the Triangle region in North Carolina. They do so in producing art with local artists and organizations, raising funds to support the arts in the community, running classes for a spectrum of age groups and making sure that art is accessible to all people regardless of their race, color, sex, creed, religion, ancestry, national origin, age, disability, gender preference, marital status or political affiliation.

Internship details: The interns will be responsible for specific aspects of CenterFest production, DAC's annual street arts festival and the largest community festival in Durham. Responsibilities include:

- Overseeing the application process for festival vendors, including visual artists, performers, food vendors and nonprofit organizations.
- Answering questions, communicating regularly with applicants, preparing materials for selection meetings, corresponding with vendors once the selection process is complete, including contracts and confirmations.
- Recruiting volunteers and sponsors.
- Assisting with website updates and implementing the event-marketing plan.

Interns will work independently within the DAC staff team. Interns should communicate clearly and professionally with vendors, sponsors, the media and the public.

Relevant coursework and skills: Since the interns will be working with more than 300 visual and performing artists, an interest in the visual and performing arts can be helpful, but it is not necessary. Experience in journalism, communications, marketing, community development, urban planning and economic development are all valuable in producing a festival with a large marketing component, many community sponsors and local businesses and a downtown site that impacts the downtown merchants for months before and after the festival.
East Coast Greenway Alliance– Marketing Communications Intern
Durham, North Carolina

Number of intern positions: 1
Transportation needed: Car
Start and end dates: 5/29 – 7/21
Website: greenway.org/

Organization description: The East Coast Greenway Alliance (ECGA) is the nonprofit organization spearheading East Coast Greenway (ECG) development. Based in Durham, North Carolina, the ECGA employs field staff in each of its four regions. The Alliance promotes the vision for connecting local trails into a continuous route, provides strategic assistance for states, counties and municipalities that build local trail sections, officially designates trails as part of the ECG trail system, posts signage, and makes maps and guides to facilitate use of the Greenway.

Internship details: The East Coast Greenway Alliance seeks an intern to assist in communications and public relations for its multi-state project. The East Coast Greenway is experiencing growth in many areas and has an amazing story to tell of greenway success. The route through the Triangle is 93 percent complete for more than 70 miles, connecting communities via safe, multi-use trails. The entire East Coast Greenway route is 30 percent complete for 2,900 miles. The intern will collaborate on feature articles and marketing (example articles could include: spotlights on a trail, interviews with an important East Coast Greenway supporter, a feature on an issue facing a particular segment of the route, or other such items). In addition, the intern will contribute to social media engagement, press releases and greenway events held across ECG's 15-state route corridor. Depending on the intern’s skills and interest, other projects may be possible such as video, photo or other multi-media projects.

Relevant coursework and skills: Journalism and/or communications, marketing and related majors are preferred or strong aptitude and interest in those areas.
Fill Your Bucket List Foundation – Summer Intern  
Cary, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 5/1 – 8/15

Website: fillyourbucketlistfoundation.org/

Organization description: Similar to wish-granting organizations for children, Fill Your Bucket List Foundation grants adults (18+) who have cancer the financial support to create lasting memories with the people they love. The Foundation takes care of all details so patients can relax and focus solely on enjoying their dream.

Internship details: The intern will:

- Assist in developing and maintaining all PR content and media content calendars including draft press releases, media plans, all PR initiatives and PR timelines.
- Manage Twitter, Facebook and Instagram accounts, including inbound communications.
- Manage database of donors and volunteers, write thank you notes and tax receipts to donors.
- Create outreach to potential donors and maintain follow-up.
- Work with local media to highlight the foundation and fundraising events.
- Work on fundraising event details, execution and marketing.
- Interview potential grant recipients, their caregivers and their health care providers.
- Manage the application process for all potential grant recipients, including forms and details.
- Assist in executing wish details including travel, logistics, document management, volunteer donor management.
- Assist in gathering auction items and follow-up.
- Create fundraising ideas and details on potential events.
- Manage corporate sponsor contact calendars and follow-up.
- Create outreach to potential donors and maintain follow-up.
- Assist staff with administrative duties.
- Have fun helping adults with cancer live their dreams.

We will interact with the intern via phone, internet and in person. The intern will work remotely in the intern's home as well as at the Foundation offices in Cary or Raleigh, North Carolina. The intern will need to be in an area where they can work in Cary or Raleigh one to two days per week, for a few hours at a time.

Relevant coursework and skills: PR execution and management, social media management, business management, entrepreneurial experience, nonprofit experience, event management and fundraising experience.
Genesis Farm Educational Foundation – Summer Intern
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/1 – 8/5

Website: genesisfarmnc.com/

Organization description: Genesis Farm is a small market and educational farm designed to grow a variety of seasonal food and flowers and to care for domestic animals in a way that is natural and safe to the land. There is abundant wildlife that visits the pond and pastures, and many barnyard animals call the farm home. Our educational outreach offers a variety of different ways to experience the rewards and challenges of operating a small sustainable farm. Foremost is the use of farming methods that teach respect for life and nature and an understanding of healthy, nutritious food that tastes great.

Internship details: The intern will divide their hours between hands-on work on the farm (caring for gardens, animals and learning practical skills) and work in development and promotion of the educational nonprofit.

Examples of intern work include planning events and classes; educational outreach to businesses and individual supporters; creating a newsletter; working with the director on the website; grant writing; working with high school kids, other interns and volunteers on the farm itself; and greeting visitors and conducting educational tours on the farm.

Interns work directly with the supervisor on all tasks. The intern should have the maturity to work responsibly in taking ownership of animals and gardens, and to work independently and creatively with the opportunity to generate and implement new ideas.

Relevant coursework and skills: There is no preferred major for this internship. Preference is given to students who have experience working with small nonprofits, including public relations, educational outreach, fund raising, and who enjoy working outdoors and being in the natural world. We will embrace an intern who has creative vision and a genuine respect for all living creatures and understands the balance between wild life and domestication. We enjoy those with a quirky sense of humor and genuine curiosity and respect for small-scale farming.
Kidzu Children’s Museum – Museum Intern
Chapel Hill, North Carolina

Number of intern positions: 1
Transportation needed: Car or bus
Start and end dates: 5/15 – 7/15
Website: kidzuchildrensmuseum.org/

Organization description: Kidzu Children’s Museum is a hands-on museum dedicated to inspiring young children and the adults in their lives to learn through purposeful play.

Internship details: Kidzu seeks an intern to plan, develop and facilitate museum programs and operations. This internship includes hands-on, professional experience behind the scenes and on the front-line working with the public. The goal for this internship is to provide a well-rounded understanding of how a small children’s museum functions day-to-day and offer experience working on a long-term strategic plan. The intern will work in all areas of the museum including operations, development, programs and exhibits, with a focus on programming. The intern will report to the museum’s directors, including programs, creative and operations staff. The intern will also work with other members of the management staff in development and exhibits. The intern will have opportunities to work with other students in teams and work independently on projects.

Relevant coursework and skills: The best candidates will be those who are looking for careers in the museum industry, nonprofit management or education administration. The intern should have excellent interpersonal and written communication skills, strong organizational and research skills, and be able to work within a small team and be self-directed and motivated.
Marbles Kids Museum – Summer Camp Intern
Raleigh, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 5/1 – 8/31

Website: marbleskidsmuseum.org/

Organization description: At Marbles Kids Museum, children are encouraged to use their marbles (their brains) - learning new things through imagination, discovery and play. The organization’s goals are:

- **Ready Set Learn.** Play builds intellectual, social and emotional skill for success in learning and in life.
- **Be Healthy Be Active.** Play promotes physical development and good health.
- **Create Innovate.** Play encourages imagination, creativity and self-expression.
- **Explore Experiment.** Play leads to discovery and kindles curiosity.
- **Connect.** Play teaches cooperation and collaboration, strengthens families and unites our community.

Internship details: The summer camps intern will serve on the exhibits and programs team and will assist museum staff with set up and delivery of program and learning activities. Duties include assisting with program delivery, preparing and managing program materials, program set-up and program development. As time allows, the intern will assist with other museum programs and events. The intern will learn about Marbles’ nonprofit structure and function as well as the impact of play on the cognitive and social development of young children.

Relevant coursework and skills: A major in education or communication preferred but not required. Strong presentation and public speaking skills, a commitment to customer service, strong multi-tasking and communication skills, ability to be both a self-starter and a team player and willingness to work with middle school and elementary-age children in large groups are preferred.
MiracleFeet – Fundraising and Marketing Intern
Carrboro, North Carolina

Number of intern positions: 1

Transportation needed: Bike or walk from UNC’s campus

Start and end dates: 5/22 – 8/18

Website: miraclefeet.org/

Organization description: MiracleFeet increases access to proper treatment for children born with clubfoot in developing countries through partnerships with local healthcare providers. With MiracleFeet’s support, treatment is free or extremely low-cost. More than 90 percent of supported clinics are located in public hospitals, ensuring treatment is effective and the model is sustainable.

Internship details: This intern will support all members of the fundraising and marketing team. Work will be based on the team’s needs and the intern’s interests/skill set. Tasks may include:

- Event planning and management: serving as a representative of MiracleFeet.
- Donor engagement: donor database management, interacting with current and potential donors.
- Grant management: researching funding sources, updating grant database, reviewing proposals and budgets.
- Corporate relationships: exploring partnerships with global corporations, updating corporate database.
- High net worth donors: researching donors and connections.
- Content Management: cataloguing and editing images/videos, collecting patient stories.
- Administrative tasks: assisting with presentations, office duties shared by all staff members.

This position will provide growth in research, database management, event planning, writing, project management, outreach and administration. If the intern has other aspirations within marketing or fundraising, MiracleFeet will coordinate with the intern to engage in special projects. This internship will also provide insight into working at a small, growing and global nonprofit.

Relevant coursework and skills: No major preferred. Interest in nonprofit work, health, business, marketing or fundraising recommended.
North Carolina Botanical Garden – Horticulture Intern
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Bike, walk

Start and end dates: 5/22 – 7/28

Website: ncbg.unc.edu/

Organization description: The North Carolina Botanical Garden is part of The University of North Carolina at Chapel Hill. We further the University’s mission of teaching, research and public service through our own mission: "To inspire understanding, appreciation and conservation of plants and to advance a sustainable relationship between people and nature."

Internship details: The primary focus of the internship is garden maintenance. Other regular activities include plant propagation, care for plants in the nursery and greenhouse, and support for daily plant sales. Occasional activities include seed collection and processing and invasive exotics removal. A secondary but important goal is to learn about sustainable gardening methods and about the southeastern flora.

Relevant coursework and skills: Internships are often filled by students in environmental studies, environmental science or biology but we have hosted students in other majors. More important than a student's course of study is their interest in conservation, native plant propagation and horticulture.
North Carolina Folklife Institute – Folklife Outreach Intern
Durham, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 5/1- 7/4

Website: ncfolk.org/

Organization description: For more than 40 years, the North Carolina Folklife Institute has promoted preservation, appreciation and understanding of North Carolina’s folklife heritage and culture. This is done through documentation projects, festival production, community education programming, research, print and audio publication, and cultivating a vast network of community and folk arts organizations in North Carolina.

Internship details: The Folklife outreach intern will work with the public through two projects, both using existing field materials (recordings, photos, interviews), and original research and writing. The first project centers on fieldwork and folklife documentation — identifying interviewees and community partners, research, transcription, archiving and interpretation for the public. The second project is to create and maintain an overall outreach strategy, including social media, product sales and craft innovative newsletters featuring multimedia content. Interns work as members of the staff and perform a variety of tasks, supervised by the program administrator or executive director. Through assignments, the intern will practice and learn skills that result in tangible, credited deliverables.

Relevant coursework and skills: Open to all academic majors. This work will be of particular interest to students with experience in folklore, communication, journalism, marketing, public policy, nonprofits, public relations or media.
Raleigh, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 5/10 – 8/2

Website: www.ncleg.net

Organization description: The North Carolina General Assembly, comprised of the House of Representatives and the Senate, is the legislative branch of the North Carolina State Government (the other two being the judicial and executive branches). A legislator in the House of Representatives is elected for a two-year term to serve his or her constituents. The representative often functions as a liaison to assist constituents with issues they may be having with other state agencies. The legislator is also responsible for formulating bills to become law that will represent and benefit his or her constituency and the residents of the state as a whole.

Internship details: The intern will have the opportunity to work with the Rep. Meyer and his assistant on a range of projects. The work will be varied and will include constituent services, research, tracking of legislation, policy analysis, communications and media support and administrative operations. The intern will be able to observe meetings, committee hearings and floor debates. The schedule will be flexible, likely with evening hours on Mondays but early release on Fridays. Some work may be able to be done remotely. Parking will be determined.

Relevant coursework and skills: Commitment to public service, confidentiality, discretion, integrity, sound judgment and a sincere interest in politics and public policy. A major in public policy is not required; any major will be considered so long as the intern has a sincere interest.
North Carolina General Assembly – Intern for Sen. Valerie Foushee
Raleigh, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 5/22 – 7/28

Website: www.ncleg.net

Organization description: There are three branches of government in the State of North Carolina – Executive, Judicial, and Legislative. The legislative branch of North Carolina’s government is the North Carolina General Assembly (NCGA). The NCGA enacts statewide and local laws and establishes rules and regulations governing the conduct of the people. The NCGA consists of two chambers: the Senate and the House of Representatives.

Internship details: The intern will serve in the office of Senator Valerie Foushee, North Carolina Senate District 23. Duties will include assisting with the development and distribution of the Senator’s newsletter, author articles regarding relevant hot topics, research bills, attend committee meetings and chamber sessions as requested, and assist with administrative tasks in the office such as answering telephones, taking messages and greeting guests to the Senator’s office.

Personal transportation will be required to the North Carolina Senate (517 Legislative Office Building, Raleigh, NC 27603) and parking is available for free.

Relevant coursework and skills: Strong writing and communication skills, sound judgment, interest in politics and public policy.
North Carolina Therapeutic Riding Center – Administrative/Operational Intern
Mebane, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/1 – 8/11

Website: nctcriders.org/

Organization description: The North Carolina Therapeutic Riding Center (NCTRC) empowers children and adults with physical, emotional, mental and social challenges to create active, healthier and more fulfilling lives through equine-assisted activities and therapies (EAAT).

Internship details: The intern will assist and co-coordinate all aspects of the nonprofit, including social media, fund raising, operations and budgeting in partnership with the executive director. Other opportunities may include summer camp support and planning, continuing education programming and opportunities to work with all staff members.

Relevant coursework and skills: Social sciences degrees preferred and equine experience a plus. Other majors will be considered.
Orange County Partnership for Young Children – General Programs Assistant and Children’s Camp Coordinator
Chapel Hill, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 5/20 – 8/14

Website: orangesmartstart.org/

Organization description: The Orange County Partnership for Young Children was founded in 1993 as the first Smart Start agency in the state. The Partnership’s mission is to ensure that all young children arrive at school healthy and ready to succeed. The Partnership administers the Smart Start Early Childhood Initiative and the More at Four program in Orange County. Through the Partnership’s Smart Start and More at Four grants, we promote young children’s healthy development and school readiness by planning and funding a variety of programs that address the critical issues facing young children and their families. Our programs concentrate on early childhood education, children’s health, early intervention, parenting education and family support. The Partnership addresses the critical issues facing young children and families that adversely affect a child’s school readiness.

Internship details: The intern will work with the Transplanting Traditions Community Farm project with the main responsibility of planning and running a weekly, on-farm summer camp for refugee children. The intern will plan and manage all aspects of camp in collaboration with a project volunteer. The intern will also assist with project management, publicity, marketing, fundraising and organization as well as with agricultural activities specific to the farm. During the internship, the student will gain experience in program planning, nonprofit management, fundraising, publicity and marketing as well as learn the ins and outs of how sustainable local food is produced. The farm hosts weekly workshops from March to November to assist and teach new and beginning refugee farmers about sustainable agriculture and marketing in North Carolina. The intern will also gain experience working with a socially disadvantaged community and learn about the challenges this community faces. All refugees who participate in the program are originally from Burma and were farmers in their home countries.

Relevant coursework and skills: No preferred or required major.
Piedmont Wildlife Center – Summer Camp Education Intern
Durham, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/1- 8/18

Website: piedmontwildlifecenter.org/

Organization description: Piedmont Wildlife Center is a nonprofit organization that inspires people to develop a positive lifelong connection with nature and encourages active engagement in conservation. They accomplish this mission through a community oriented approach to nature education, leadership development and conservation science.

Internship details: The intern will assist with day camp operations at several summer camp locations (Leigh Farm Park in Durham, Umstead Park in Raleigh or Blackwood Farm Park in Orange County). The intern will assist camp counselors with camper activities, keep students engaged, ensure student safety, and make the experience fun in an outdoor setting. The intern will also plan and run games and activities with campers and work with different age groups, learning mentoring techniques and becoming part of the summer camp community.

Relevant coursework and skills: Preferred majors include environmental education, education, environmental science/studies, biology and outdoor recreation.
**Raleigh/Wake Partnership to End and Prevent Homelessness – Intern**

**Raleigh, North Carolina**

**Number of intern positions:** 1

**Transportation needed:** Car

**Start and end dates:** 5/15 – 8/15

**Website:** endhomelessnesswake.org/

**Organization description:** Created in 2006, The Raleigh/Wake Partnership to End and Prevent Homelessness is the integrated efforts of The City of Raleigh and Wake County governments to end and prevent homelessness. We lead community efforts such as Project Homelessness Connect, The Oak City Outreach Center and The Wake County Homeless Resource Guide. Our mission is to strategically lead and engage the community in collaborative efforts to prevent and move people out of homelessness. Our involvement includes three guiding principles: advocacy, convening and communicating.

**Internship details:** The intern will work on ongoing strategies including communications, outreach and engagement. Over the next year, we hope to establish strategies in this area that our summer intern can begin to implement. This may include managing specific components such as new website content, social media presence and event planning or expanding the strategy where appropriate given the intern's expertise.

**Relevant coursework and skills:** Communications, public administration, social work, public policy, business, etc. are helpful.
**Student Action with Farmworkers – Into the Fields Intern**

**Durham, North Carolina**

**Number of intern positions:** 1

**Transportation needed:** Car

**Start and end dates:** 5/29 – 8/6

**Website:** saf-unite.org/

**Organization description:** Student Action with Farmworkers works with farmworkers, students and advocates in the southeast and nationwide to create a more just agricultural system. Since 1992, we have engaged thousands of students, farmworker youth and community members in the farmworker movement.

**Internship details:** The intern will work 35 - 40 hours per week, participate in the program from May 29 - August 6, 2017, write four guided writings or blogs and complete a documentary or theater project. The intern must be willing to drive or travel long distances for trainings and farmworker outreach (one to four hours per day, two to five days per week). Most interns live and work in rural agricultural areas in the southeast. We place interns at an organization based on their skills and interests. All placements consist of at least 50 percent office work as well as some outreach to farmworkers, their children, or meat processing workers. Placement types may include legal assistance positions, health agency positions, migrant education positions, lobbying positions, community organizing positions and union or labor organizing positions. More information about this internship can be found on our website.

**Relevant coursework and skills:** Spanish Proficiency
Student U – Summer Academy Teacher
Durham, North Carolina

Number of intern positions: 1

Transportation needed: Car

Start and end dates: 6/5 – 8/4

Website: studentudurham.org/

Organization description: Student U is a college-access organization that believes all students in Durham have the ability to succeed. To make this dream a reality, Student U creates services to support students through middle school, high school and college. By providing direct services during out of school time during the summer and after school, and advocating for students and families within schools, we ensure that students develop the academic skills and personal well-being needed to succeed in college.

Internship details: The intern will serve as a teacher in the Student U community. Teachers teach one core class (math, science, English or global connect), co-lead a small reading group, and design and implement an elective course based on their interests. Teachers are supported by mentor teachers and other Student U staff. Teachers also advise a small group of students, which includes regular phone communication with family members, writing an end-of-summer evaluation and conducting a parent-student-teacher conference. The intern will attend weekly faculty meetings and contributing to our community.

Relevant coursework and skills: All majors/academic programs are welcome to apply to Student U.
TEACCH – Summer Training Assistant  
Chapel Hill, North Carolina

**Number of intern positions:** 1

**Transportation needed:** Car

**Start and end dates:** 6/19 – 8/11

**Website:** teacch.com/

**Organization description:** The University of North Carolina TEACCH Autism Program's mission is to create and cultivate the development of exemplary community-based services, training programs and research to enhance the quality of life for individuals with Autism Spectrum Disorder across the lifespan.

**Internship details:** TEACCH provides four one-week long, hands-on training programs for professionals working with students with Autism Spectrum Disorder (ASD) in educational settings. The intern will help set up a demonstration classroom and work directly with children with ASD in this demonstration classroom for elementary through high school children ages 6 - 21. The intern will make educational, communication, domestic, social and leisure activities as well as individualized visual structures to increase the skills and independence of the students with ASD. The intern will also spend time with the TEACCH Supported Employment Program and the Carolina Living and Learning Center observing and interacting with adults with ASD at their employment sites and residential programs. The intern will have mentoring from a clinical psychologist as well as several Autism specialists who are the trainers at the training site/demonstration classroom.

**Relevant coursework and skills:** There is no required or preferred major. TEACCH follows a generalist model so the Autism specialist can come from a variety of backgrounds including but not limited to psychology, education, speech and hearing, rehab counseling and social work. The only requirement is that the intern must demonstrate an interest in learning more about Autism Spectrum Disorder and the TEACCH Autism Program services for individuals with ASD across the lifespan.
Teaming for Technology – La Familia Program Outreach Coordinator
Morrisville, North Carolina

Number of intern positions: 1
Transportation needed: Car
Start and end dates: 5/18 – 8/18
Website: unitedwaytriangle.org/t4t

Organization description: Teaming for Technology (T4T) is a United Way of the Greater Triangle program that refurbishes used computer equipment to like-new condition and makes it available to North Carolina schools, students and 501(c)(3) nonprofit organizations at reduced prices.

The program’s goal is to bridge the digital divide between those with technology and those without. T4T is a key component of United Way’s two-generational focus that ensures that children and adults have the tools and skills necessary to succeed.

Internship details: The intern will be responsible for coordinating the bilingual technology program La Familia Technology Awareness for Spanish-speaking adults in the community. Primary responsibilities will be to network with local businesses to recruit volunteer instructors, establish relationships with community nonprofit partners to recruit volunteer instructors, register family participation from community organizations, schedule volunteer led classes at community centers across the Triangle, establish class timelines and organize events. The intern will receive a laptop, phone and office supplies. One-on-one guidance or assistance is provided for the following: reaching out to and setting up meetings with community agencies, setting up teaching curriculum, transporting equipment and hosting the class. The intern will receive supervision from the Teaming for Technology program manager and guidance from United Way of the Greater Triangle’s chief information officer, marketing director and Teaming for Technology operations coordinator.

Relevant coursework and skills: This is a great opportunity for aspiring educators, business professionals and those seeking employment in the nonprofit profession. The importance your major plays is based on what you seek to get from this opportunity. Interns with majors in education, humanities, social sciences, media and journalism and international business are preferred.
The Arc of the Triangle – Support Professional
Chapel Hill, North Carolina

Number of intern positions: 1
Transportation needed: Car
Start and end dates: 6/12 – 8/12
Website: arctriangle.org/

Organization description: The Arc of the Triangle partners with people with intellectual and developmental disabilities [I/DD] and their families to help them achieve their life goals.

Internship details: The intern will provide one-on-one support to students ages of 15 – 22 in the Summer Work and Wellness program who have developmental disabilities. The intern will support the participant in improving job and social skills. The intern will learn how to work with people with developmental disabilities with the support of co-workers and supervisor. The intern will also learn how to work with others and provide support for their participant by providing good communication skills with the participant and supervisor’s assigned job sight.

Relevant coursework and skills: There is no required or preferred major, but past interns have been psychology or social work students. A passion for working with those who have development disabilities is a must. Interns will acquire skills that are beneficial when entering careers such as, but not limited to, speech, audiology, physical therapy, occupational theory, social work and psychology by learning more about the population we serve. The selected intern will learn how to work with people with developmental disabilities with the support of experienced co-workers and supervisors. They will gain interpersonal skills, effective communication strategies and the ability to lead.
UNC Campus Y – Program Assistant  
Chapel Hill, North Carolina  

Number of intern positions: 1  
Transportation needed: Walk, bike  
Start and end dates: 5/22 – 7/28  
Website: campusy.unc.edu/

Organization description: The Campus Y’s mission is to engage students, the UNC campus and communities in the pursuit of social justice. In all that we do, Campus Y students strive to engage in reflective and ethical service, rooted in compassion and solidarity, grounded in deep respect. We believe that our commitment to serving communities and designing creative solutions to social problems can, and should, be combined with activism that engages each of our 30 committees. Our model and history empower us to create space to mobilize diverse alliances of students, alumni, faculty and friends in and outside the university.

Internship details: The program assistant will be responsible for assisting with three of the Campus Y's core programs including:

- Staffing the Campus Y/Bonner Leaders table at orientation information sessions.
- Assisting with the Gap Year Fellows on-campus summer immersion and helping to develop their plans for an international Gap Year of service.
- Working with the CUBE Social Innovation Incubator programming/evaluation.

The program assistant will also assist Y co-presidents’ summer initiatives through Campus Y committees. Through this position, students will demonstrate and strengthen skills in communication, outreach and program planning. Initially the intern will have short concrete assignments such as assisting with orientation sessions and tasks around the office. The intern will gain increasing responsibility based on aptitude and interests. There will be many opportunities for informal feedback and assignment support and guidance.

Relevant coursework and skills: Preferred majors include public policy; political science; communication studies; global studies; African, African-American and diaspora studies; sociology and business.
Wake County Board of Commissioners - Intern
Raleigh, North Carolina

Number of intern positions: 1

Transportation needed: Car (parking is available), bus

Start and end dates: 5/22 – 7/28

Website: www.wakecounty.gov

Organization description: Wake County is governed by a seven-member Board of Commissioners, elected at large to serve four-year terms. Terms are staggered so that, every two years, three or four commissioner seats are up for election. The board enacts policies such as establishment of the property tax rate, regulation of land use and zoning outside municipal jurisdictions and adoption of the annual budget.

Internship details: The intern will have the opportunity to work on a range of projects, including community relations, policy research, coordinating forums and building databases. In addition, the intern may be able to contribute to advocacy and educational initiatives relating to the transportation referendum. The intern will be invited to sit in on various meetings. The schedule is flexible and some work may be able to be done remotely. Parking is provided near the office building.

Relevant coursework and skills: Strong writing and communication skills, sound judgement, interest in politics and public policy.
Women’s Birth and Wellness Center – Birth Center Intern
Chapel Hill, North Carolina

**Number of intern positions:** 1  
**Transportation needed:** Car  
**Start and end dates:** 6/19 – 8/11

**Website:** ncbirthcenter.org/

**Organization description:** Women’s Birth & Wellness Center provides comprehensive primary and preventive care from adolescence through menopause and beyond to women of diverse backgrounds. Complete maternity care, from planning for pregnancy to childbirth, postpartum and breastfeeding is an integral piece of this model. The Women’s Birth & Wellness Center (WBWC) offers comprehensive healthcare and educational programs for all women, to encourage women to actively participate in their own healthcare, and to provide safe, satisfying and affordable healthcare services in a caring, supportive and culturally sensitive environment.

**Internship details:** Intern will be expected to:
- Gather and organize data to provide information for departmental projects or reports.
- Help prepare and write client communications, including spreadsheets and presentations.
- Work with the office manager to develop and implement a diversity recruitment project.
- Work with administrative team to increase new and sustaining donors.
- Learn and master internal operations, including but not limited to accounting, event planning, human resources, marketing, relationship building, customer service, daily operations, etc.
- Research and implement solutions for enhanced efficiency with administrative procedures.
- Develop and execute projects aimed at improving business processes.
- Make recommendations to leadership for streamlining systems and processes.
- Assist with archiving, storage management and in-house event planning.
- Work in collaboration with other staff members to complete daily tasks.
- Other administrative and business management tasks as assigned.

The ideal candidate will be able to assist WBWC in fulling its mission and purpose through innovative ideas and creative thinking. The intern will work with the administrative team to enhance programs that increase center sustainability and community awareness. The Birth Center intern should be a talented undergraduate or graduate student who wants to go beyond the classroom to develop leadership skills and hands on experience. Skills acquired during this program can be used in a variety of managerial functions. Individuals complete challenging assignments that improve decision making, financial performance and promote women’s health.

**Relevant coursework and skills:** Applicants should be pursuing a degree in finance, accounting, business administration, business management, communications, economics, human resources, nonprofit management, organizational management, public health management, public administration or social work.