



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Aperion Management Group		Creative Development Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Bend	Administration	18		
<u>Website</u>		<u>Interns Needed</u>		
<a href="http://www.aperionmgmt.com/">http://www.aperionmgmt.com/</a>		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes				No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
ASAP		12 months after		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$15		15		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
		Yes		Yes
<u>Description</u>				
This position will work directly with the CEO and Marketing Manager on internal branding, creative project development, outside marketing, and culture development.				
<u>Educational Aspect</u>				
Digital market, public relations, and social media management training will be directed by our Marketing Manager. This position will also have the opportunity to work directly with the CEO to learn about process implementation, client sales and marketing. This position will have ongoing learning that will be directed by two key leaders in our company.				
<u>Further Requirements</u>				
Our office is a fun and collaborative environment. Someone that can work in a fast pace industry and have fun doing it.				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
David Haines	david@bendchamber.org	(541) 382-3221

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
BBSI		HR Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	18	
<u>Website</u>		<u>Interns Needed</u>	
http://www.barrettbusiness.com/		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	9/28/18	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
10/31/18	5/1/19	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$10.75	Part-Time	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
N/A	Yes	Yes	

### Description

BBSI helps business owners focus on their business. We eliminate organizational complexity and bring predictability to the management of their business. We offer outsourced HR, risk consultation, payroll administration and recruiting to small-and medium-sized businesses. We combine expert knowledge with industry leading solutions allowing business owners to focus on their core business while building stronger companies. DESCRIPTION OF RESPONSIBILITIES:â€¢ Assists with recruiting activities, such as receiving employment applications and may write and post job openings. â€¢ Assists with onboarding activities for new employees; provides an overview of required paperwork, conducts drug screens and ensures paperwork is complete. â€¢ Enters new employee information into payroll system and other data entry. â€¢ Assists with personnel file and other document management and scanning files for electronic record keeping. â€¢ Assists with conducting candidate reference checks.

### Educational Aspect

Human Resources areas:-Recruiting and Selection-Benefits Administration-Payroll overview-HR Administration-Employment Law/Legal Compliance-Job Description development-Employee Handbooks, policy development-Performance Management-Much more...

### Further Requirements

REQUIREMENTS / SKILLSâ€¢ High school degree or GED equivalent. â€¢ Completed college- level courses in Human Resources or related subjects. â€¢ Previous customer service experience and effectiveness at answering a

variety of inquiries. • Problem-solving ability. • Good detail orientation and organizational abilities. • Systems experience including proficiency in MS Office, particularly Outlook and Word. • Effective communicator with individuals at all levels. • Professional appearance and demeanor; excellent verbal and written communication skills. • Capable of maintaining confidential information. • Exceptional time management skills and ability to work collaboratively in a team setting, with minimal supervision.

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Beulahs Place		Social Media/Marketing Research	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
http://www.beulahsplace.org		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	N/A	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
04-01-2018	TBD	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
Unpaid	2-5 Flexible	No	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Office work - minimal	Yes	No	
<u>Description</u>			
1. Gathering information from the Internet to create various list necessary to our marketing and fundraising needs. 2. Elevating out social media presence on Facebook, Instagram and YouTube.			
<u>Educational Aspect</u>			
1. Teach the working of a nonprofit organization. 2. Will give parameters of lists needed 3. Will provide instructions on what will be needed for the media presence.			
<u>Further Requirements</u>			
- Supervisor is hugely allergic to smoke, pot and vaping smells. If student engages In any of these they need "Fresh" clothes to work in. Same with heavy perfumes. - Intern has experience w/ Facebook, Instagram and youTube. Intern needs to know how to use google, etc			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
BrightSide Animal Center		BrightSide2-Events		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Administration	16		
<u>Website</u>		<u>Interns Needed</u>		
<a href="http://brightsideanimals.org/">http://brightsideanimals.org/</a>		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		N/A		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
1/10/2019		TBD		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
Unpaid		5-15		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Minimal		No		No

<u>Description</u>
Helping with special events, dog training, cleaning kennels, front desk, cat socialization, the intern will be rotated get an idea of all aspects.
<u>Educational Aspect</u>
Customer service and phone etiquette. Animal handling and care, public relations
<u>Further Requirements</u>
Willingness to do anything required, even if it is gross or boring. Shelter work is not just playing with animals.

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Brown & Brown Northwest		Operations Support Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://bbnw.com/">http://bbnw.com/</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		9/24/18	
<u>Start Date</u>		<u>End Date</u>	
10/1/18			
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		4-8	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
		Yes	
		<u>Background Check</u>	
		Yes	

### Description

Brown & Brown Northwest seeks to combine intelligent, creative, skillful risk management, to minimize our clients'™ risk and ensure our clients'™ long-term insurance needs. We look at our customer's™ exposure from every angle. Leveraging compelling analytical data and risk modeling, we provide our clients with specific and realistic information about their insurance exposures. This facilitates a comprehensive understanding of potential risks to our clients or their companies. Our dedication to fostering long-term relationships, and nurturing trust within those relationships, translates to definitive results for the organizations with which we work.

#### Responsibilities:

- Support team with daily administrative tasks
- Gathering and organizing data to provide information for departmental projects or reports
- Data entry and organization in Excel, Word and company data systems
- Work with team to establish and meet key goals

### Educational Aspect

- Experience working in a professional office setting
- A basic understanding of how an insurance company operates

â€¢ Effective communication and time management skills

**Further Requirements**

â€¢ People-oriented

â€¢ Self-motivated

â€¢ Detail oriented

â€¢ Proactive in problem solving

â€¢ Experience in a variety of computer applications, particularly Windows

â€¢ Pride in getting work done accurately and timely

â€¢ Ability to work in a team environment

â€¢ Ability to multi-task

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Camp Fire Central Oregon		Seamstress Assistant	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Education	16	
<u>Website</u>		<u>Interns Needed</u>	
www.campfireco.org		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		2/25/2019	
<u>Start Date</u>		<u>End Date</u>	
1/9/2019		6/5/2019	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
n/a		2	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
20 lbs.		No	
<u>Requires Cover Letter</u>		<u>Resume Required</u>	
No		No	
<u>Basic Computer</u>		<u>Background Check</u>	
No		Yes	
<u>Description</u>			
Sew with a master seamstress with 30 years of experience and learn how to translate sewing skills to youth ages, kindergarten to 3rd grade.			
<u>Educational Aspect</u>			
Lesson preparation and facilitation, as well as hands on sewing assistance for youth participants.			
<u>Further Requirements</u>			
N/A			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
David Haines	david@bendchamber.org	(541) 382-3221





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Central Oregon Builders Association		Government Affairs Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	18	
<u>Website</u>		<u>Interns Needed</u>	
www.coba.org		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		1/21/18	
<u>Start Date</u>		<u>End Date</u>	
ASAP		7 Months from St	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$11-\$13 an hour depending on education and experience		8-20	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
		Yes	
<u>Description</u>			
<ul style="list-style-type: none"> <li>- Schedule, track and follow up with contributors for construction of a project house (construction experience not required)</li> <li>- Contribution phone call requests and meetings</li> <li>- Attendance at meetings and taking notes; prepare a summary of what was discussed</li> <li>- Government affairs work with city councils and county commissions and their staff</li> <li>- Development of promotional material</li> <li>- Administrative work</li> <li>- reading material and providing feedback</li> </ul>			
<u>Educational Aspect</u>			
<ul style="list-style-type: none"> <li>- Effective communication skills</li> <li>- Basic knowledge of government affairs/advocacy</li> <li>- Meeting etiquette and effective note taking</li> </ul>			
<u>Further Requirements</u>			
<ul style="list-style-type: none"> <li>- Computer skills: Proficient at Word; Excel (building and maintaining spreadsheets); PowerPoint; Outlook</li> <li>- Writing skills: 12th grade or higher</li> <li>- Reading skills: 12th grade or higher</li> </ul>			

- Communication skills: comfortable speaking on the phone requesting information from persons unknown to intern; comfortable speaking one on one with persons unknown to intern
- Being able to multi-task
- Available to work occasional evenings
- Able to have flexible schedule
- Have valid drivers license and access to use of a vehicle at all work times
- Commercial or Residential construction experience a plus, but not required
- Political Science and/or Public Administration classes or experience a plus, but not required
- Marketing classes or experience a plus, but not required

<b><u>Contact Information</u></b>		
<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
City Club of Central Oregon		Executive Director Assistant Internship	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://cityclubco.org/">https://cityclubco.org/</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		8/27	
<u>Start Date</u>		<u>End Date</u>	
9/4/18		12/4/18	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		10+	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
		No	
<u>Description</u>			
<p>City Club of Central Oregon is a nonprofit, nonpartisan civic affairs organization that promotes active citizenship to build a stronger community.</p> <p>The mission of the City Club of Central Oregon is “to build a conscious and civic-minded community through dialog, education, and research that results in responsible civic engagement.”</p> <p>To fulfill our mission, we produce forums on a range of topics for a variety of audiences. The backbone of our programming is our monthly forum, a luncheon program devoted to significant concerns to our community.</p> <p>City Club of Central Oregon exists to be the top-of-mind hub for citizens and community leaders. We intentionally shape our community and influence public policy while preserving our uniquely warm and connected culture. We champion “passionately non-partisan” discussion between diverse perspectives.</p> <p>This position will directly support the Executive Director in day-to-day activities as well as development and implementation of City Club of Central Oregon</p>			
<u>Educational Aspect</u>			

The City Club Intern will get direct experience in

- Forum programming and development
- Recruitment and retention of sponsors
- Working in a positive professional environment
- A high-level understanding of non-profit operations

**Further Requirements**

Provide their own computer/laptop

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
City of Redmond, Community Development Dept		Administration Support Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Administration	16		
<u>Website</u>		<u>Interns Needed</u>		
http://www.ci.redmond.or.us/home		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		Yes
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
11/1/2018		open		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75		20 (Mon-Fri)		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Office work - minimal		Yes		Yes
<u>Description</u>				
Scanning plans to a drive and then placing electronic copy of plans onto an electronic permit file.				
<u>Educational Aspect</u>				
Training on how to scan, where to scan, how to attach a document, verify scanning was done correctly.				
<u>Further Requirements</u>				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Composite Approach		Composite Technician		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Manufacturing	16		
<u>Website</u>		<u>Interns Needed</u>		
<a href="https://compositeapproach.com/">https://compositeapproach.com/</a>		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
8/15/2018				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$12		10-15		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Minimal - Occassionally lifting up to 50 lbs.		No		No
<u>Description</u>				
Composite lay up. Composite prep â€” sanding, cutting, trimming prep, bonding. Shop clean up and organization.				
<u>Educational Aspect</u>				
General shop organization and cleanliness, use of various measuring instruments, material usage in composite applications, composite structures.				
<u>Further Requirements</u>				
Applicant can start immediately after interview.				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Composite Approach		Audio Visual Technician	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Technology	16	
<u>Website</u>		<u>Interns Needed</u>	
https://compositeapproach.com/		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	Until Filled	Yes	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
8/15/2018		Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$12	10-15	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Office work - minimal	Yes	Yes	
<u>Description</u>			
Working with management for pre-scripted employee training videos. Helping with all company all team meetings for audio video needs. If time allows, work with our marketing department to keep website and data up to date. Employee pictures.			
<u>Educational Aspect</u>			
Real world AV application. On the Job Training video scripting.			
<u>Further Requirements</u>			
Applicant can start immediately after interview.			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Council on Aging of Central Oregon		Marketing and Outreach Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	18	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://www.councilonaging.org/">http://www.councilonaging.org/</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes	12/31/18		Yes
<u>Start Date</u>	<u>End Date</u>		<u>Resume Required</u>
01/02/2018	03/29/18		Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>		<u>Basic Computer</u>
0	8		Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>		<u>Background Check</u>
	No		No

**Description**

The Council on Aging of Central Oregon provides information and services for adults over the age of 60 in the tri-county area. We are currently working on increasing awareness of our organization and its programs and looking for an intern to support marketing and outreach tasks, such as organizing and staffing events, creating content for our Facebook page and website, and helping with print collateral such as flyers and posters.

**Educational Aspect**

The Marketing and Outreach Intern will have an opportunity to learn social media management, events planning, reporting, editing and copy writing.

**Further Requirements**

**Contact Information**

<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
David Haines	david@bendchamber.org	(541) 382-3221





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Cove Palisades Resort and Marina		Intern - Member of Dock Crew		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Service	16		
<u>Website</u>		<u>Interns Needed</u>		
<a href="http://covepalisadesresort.com/">http://covepalisadesresort.com/</a>		3		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		N/A		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
Open		9/28/2018		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.25 with opportunity of advancement		Minimum of 30 hours		No
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Minimal		No		No
<u>Description</u>				
Operation of rental equipment, customer service and general labor				
<u>Educational Aspect</u>				
Operation of watercraft, customer service, general business principles, teamwork				
<u>Further Requirements</u>				
Oregon Boating License: The boaters license. is something needed in order to drive all boats over 10 horsepower. It will be something interns will need to get, but it is not necessarily a pre-requisite. It is a test to take online. Once received it has no expiration date. Here is the website: <a href="http://www.oregon.gov/OSMB/boater-info/Pages/Internet-Courses.aspx">http://www.oregon.gov/OSMB/boater-info/Pages/Internet-Courses.aspx</a> The free version is the BoatUS Foundation.				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Deschutes County Public Health		Community Health Advocate
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Bend	Administration	16
<u>Website</u>		<u>Interns Needed</u>
<a href="https://www.deschutes.org/health">https://www.deschutes.org/health</a>		1
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	Mid October	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
Late October/ Ea	June 30th, 2019	Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
\$11	4	Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
	Yes	Yes

### Description

Deschutes County Health Services is seeking a Community Health Advocate to provide community members and organizations with youth perspectives in relation to substance abuse prevention. The Community Health Advocate will work alongside a diverse group of community members in an effort to reduce underage substance use throughout Deschutes County. Under the guidance of a supervisor, the Community Health Advocate will recruit 5-7 additional Youth Leaders, co-facilitate Youth Leaders meetings, and work with Deschutes County Prevention staff, a Regional Program Coordinator, and other community organizations to identify and produce projects related to substance abuse prevention. Additionally, this position will represent youth perspectives at quarterly Shared Future Coalition Advisory Board meetings, as well as assisting with carrying out Coalition's action plans. Finally, this individual will Develop and conduct presentations to city and county leadership and speak to local and state public officials about subst

### Educational Aspect

This position will kick off with a weekend Youth Advocacy Training retreat in November (exact date to be scheduled), and additional training, technical assistance, and guidance will be identified and provided by County Prevention staff, Regional Coordinator, or through the Shared Future Coalition is based on project priorities and identified needs.

### Further Requirements

Please send an email by 5pm, October 12th, 2018 with responses to the following questions:

1. Why are you interested in this position? (250 words, maximum).
2. Please describe any previous experience you have with public speaking, leadership, and/or community health (250 words, maximum).
3. Do you have any limitations related to transportation to/from meetings in Bend or the surrounding area? If so, please describe.
4. Do you have any conflicts or limitations that would prevent you from attending a weekend retreat in November, OPHA's Capital Visit Day in March or the quarterly Shared Future Coalition meetings (Coalition meetings are on the following Wednesdays from 12-2pm in Bend: November 14, February 13, May 8)? If so, please describe.
5. Please provide name, title and contact information for 1-2 adult references we can speak with (teacher, coach, mentor, pastor/youth group leader, or other).
6. Attach a resume (recommended but not required).

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Diamond Refrigeration		Service Technician Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Technology	18		
<u>Website</u>		<u>Interns Needed</u>		
http://www.diamondrefrigeration.net		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		N/A		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
2018-03-15		TBD		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$11.00		20-30		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Lift up to 50lbs on regular basis		No		No

<u>Description</u>
Preventative maintenance work, cleaning HVAC units, checking overall operation of the equipment in the restaurant, being a hand for the technicians and has the potential to turn out as a technician in about 5 years.
<u>Educational Aspect</u>
Customer service relations, diagnosing skills, HVAC&R service tech training.
<u>Further Requirements</u>
Anyone interested in this would need to pass a drug screening, have a good driving record, be safety orientated, be able to lift more than 50lbs and be able to climb ladders.

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Discover Your Forest		Conservation Education Internship	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.discovernw.org">https://www.discovernw.org</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Until Filled	
<u>Start Date</u>		<u>End Date</u>	
11/1/2018		open	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Stipend - \$1000		100-150 over 12 week period	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Minimal		Yes	
<u>Requires Cover Letter</u>			
Yes			
<u>Resume Required</u>			
Yes			
<u>Basic Computer</u>			
Yes			
<u>Background Check</u>			
Yes			

**Description**

The Discover Your Forest Conservation Education intern will play an essential and active role in assisting Discover Your Forest and the U.S. Forest Service with several of our interpretive and conservation education programs, with a focus on our snowshoe programs at Mt. Bachelor. The Intern will work with DYF educators and US Forest Service staff and volunteers. The intern will be expected to deliver education programs and classroom presentations to lower and upper elementary school students. In addition, assist with event planning activities. The intern will spend approximately 70% of his/her time working as an instructor/mentor with students in the field and classroom. He or she will spend 15% of time working on curriculum development, collaborating with partners/volunteers and provide teacher support. 15% of his/her time in office, scheduling field trips, assisting with marketing of programs, and promotional materials. This position is open to high school and college students. Diversity candidates are encouraged to apply. Duties include but not limited to:

- Assist in the delivery of winter educational programs and presentations in the field at various Forest Service visitor sites within the Deschutes and Ochoco National Forests.
- Provide support with event planning
- Work on curriculum development
- Collaborate with partners/volunteers and provide teaching support
- Assist with social media marketing and promotional materials for programs

Qualified candidate will be/have

- A commitment to the mission of Discover Your Forest and the US Forest Service
- Self-motivated, detail-orientated with strong written, verbal and organizational skills
- The ability to work independently and with others
- Openness to learning and growing with the internship experience
- Dependable and flexible

**Educational Aspect**

What is the education value to the intern?The internship will allow the student to put into practice his/her academic knowledge.Enhance employment opportunities with DYF as well as Children&#x2019;s Forest of Central Oregon partners. Gain a broad perspective of Environmental Education through exposure to a variety of duties.Discover strengths and weaknesses.Opportunity to network with a diverse group of professionals: formal and non-formal educators, scientists, U.S. Forest Service specialists as well as other natural resource agencies. Gain valuable hands-on experience coordinating education programs, teaching and working with students in an outdoor classroom setting. Acquire a realistic career orientation.

**Further Requirements**

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**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Larry Holeman	<a href="mailto:larry@edcoinfo.com">larry@edcoinfo.com</a>	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
DynaCore Fitness		Personal Trainer	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
http://www.dynacorefitness.com		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	N/A	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
2018-04-01	TBD	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
Unpaid - Initially	8-10	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Physical training environment	No	No	
<u>Description</u>			
Learning how to apply personal trainer knowledge in person, membership and customer relations			
<u>Educational Aspect</u>			
Hands on training of clients, sales and training			
<u>Further Requirements</u>			
- 2-3 months after start w/ potential of hire afterwards. - Personable, eager to learn, career oriented			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
East Cascades Works		Communications Specialist	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
http://www.eastcascadesworks.org/		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	October	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
October	February 2019(FI	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$12	5	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
	No	No	
<u>Description</u>			
We need support launching our social media presence: We have no Facebook nor Twitter accounts and our quarterly newsletter seems to keep falling off the plate. We would like help starting and maintaining our communications with stake holders, board members and partners.			
<u>Educational Aspect</u>			
We are a unique type of non-profit that is charged with oversight and funding the public workforce system. The intern will learn about public/private partnerships, how to navigate politically sensitive topics and strategic communications.			
<u>Further Requirements</u>			
Need to be reliable and trustworthy			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Emagineered Solutions, Inc.		Emagineered Solutions, Inc.	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Technology	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.emagineered.com/">https://www.emagineered.com/</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	Until Filled	Yes	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
12/3/2018	4/1/2019	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$13	16	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Minimal	Yes	No	

### Description

The duties of the Office Engineering Intern will include review of construction plans and specifications; preparation of submittals, schedules, spreadsheets, and reports; document control functions; purchasing of tools and supplies; and other tasks as needed to support construction project management team.

### Educational Aspect

The Office Engineering Intern will work closely with the President and Operations Manager to receive instruction in the necessary tasks of the job. Training in the use of specialty software (USACE RMS, MS Project, PDF editors), hands-on training for review of construction documents, and hands-on training in the preparation of submittals and schedules is anticipated.

### Further Requirements

The Office Engineering Intern should express an interest in construction management and/or engineering as a career.

### Contact Information

<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	<a href="mailto:larry@edcoinfo.com">larry@edcoinfo.com</a>	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
EQuus Rising Learning Center		Horse Handler, Equine Facilitated Learning	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://www.equusrisingcoach.com">http://www.equusrisingcoach.com</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes	N/A		No
<u>Start Date</u>	<u>End Date</u>		<u>Resume Required</u>
2018-04-01	TBD		Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>		<u>Basic Computer</u>
Unpaid	4-6		Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>		<u>Background Check</u>
Occasionally lifting up to 50 lbs.	No		Yes

<u>Description</u>
<p>Intern will learn how to be an advocate for the horse during Equine Assisted Coaching and Learning and the basic skills required to work as part of the EFLC team. Intern will expand self awareness and leadership skills in relation to the horses, through hands on experience with horses in the EFLC setting. Intern will gain experience in grooming, animal communication and ground horsemanship.</p>
<u>Educational Aspect</u>
<p>Intern will learn EFLC Ground Horsemanship skills, basics of Equine Specialist, and Leadership skills.</p>
<u>Further Requirements</u>
<p>This is a mostly outdoor position. Intern must be comfortable working outdoors in all kinds of weather. Position involves moderate lifting and moderate physical work. Horse experience is not required.</p>

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Faith Hope and Charity Vineyards		Vineyard Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://www.faithhopeandcharityevents.com">http://www.faithhopeandcharityevents.com</a>		4-6	
<u>Interview Required</u>	<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes	Until Filled		No
<u>Start Date</u>	<u>End Date</u>		<u>Resume Required</u>
8/7/2018			Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75	10-20		Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>		<u>Background Check</u>
caping type work. Will require physical work and some lifting.	No		No
<u>Description</u>			
Learning the aspects of different stages in the vineyard. Netting, leaf thinning, harvest.			
<u>Educational Aspect</u>			
The vineyard is a beautiful industry that has come to Central Oregon and is producing well. A career in Viticulture and Enology can take you all over the world but also keep you in Central Oregon. There are many positions that can be trained here in the vineyard and tasting room and need no formal education. We welcome young people into these positions that could build a future career.			
<u>Further Requirements</u>			
Preferably those interested in Vineyard and landscape.			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Foresight Learning Center		Teacher Aide		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Service	16		
<u>Website</u>		<u>Interns Needed</u>		
<a href="http://foresightlearning.net/">http://foresightlearning.net/</a>		2		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
2/1//2019				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75		10-20		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Minimal		Yes		Yes
<u>Description</u>				
Working with teaching staff in preparation, delivery, and application of lessons, arts, crafts, as well as the daily duties of teachers. Depending on the room intern is in there is diapering in the infant room, laying kids down for nap, feeding children and general cleaning.				
<u>Educational Aspect</u>				
We will provide training on daily operations, working with team, structuring the classroom, managing the students/children and state guidelines.				
<u>Further Requirements</u>				
First Aid/CPR and food handlersâ€™™ card is preferred but not necessary				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Fuel Safe Systems/ARM Inc.		Manufacturing Technician	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Manufacturing	18	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://fuelsafe.com">https://fuelsafe.com</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Until Filled	
<u>Start Date</u>		<u>End Date</u>	
12/1/2018			
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$10.75		15+	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
		Yes	
<u>Requires Cover Letter</u>		<u>Resume Required</u>	
No		Yes	
<u>Description</u>			
Entry level work in various departments including final assembly, weld shop, machine shop and bladder manufacturing.			
<u>Educational Aspect</u>			
On the job training provided by experienced manufacturing technicians on fuel bladder fabrication, parts manufacturing and assembly of safety fuel cell systems.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Glass Accents		Intro to Business-Construction Type Trades Internship
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Redmond	Construction	16
<u>Website</u>		<u>Interns Needed</u>
http://www.glassaccentsbend.com/		1
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	N/A	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
4/23/2018	TBD	Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
Unpaid for first 30 days	4-10	Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
Minimal	Yes	Yes
<u>Description</u>		
Assist/Cleaning/Learning business & work aspects of construct type trades - Organizations and observing creation of construction.		
<u>Educational Aspect</u>		
Business processing - From reception to data entry. Ordering and Production Knowledge - Scheduling - Installation - Invoicing and Book Keeping		
<u>Further Requirements</u>		
Honest Integral - Truly interested in the business		

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Griffin Seed LLC		Office Assistant	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Metolius	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://www.griffinseedinternational.com/">http://www.griffinseedinternational.com/</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	Until Filled	Yes	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
Open		Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
Unpaid	Various	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Possible lifting of seed boxes	No	No	
<u>Description</u>			
Enhancing and touching up photos for labels used for seed packages and boxes. Flexibility to do a lot of other clerical duties. Such as; Telephone Skills, Typing, Documentation Skills, Verbal Communication, Written Communication, Dependability, Attention to Detail.			
<u>Educational Aspect</u>			
Learning about what high quality seeds and herbs are being produced and shipped internationally.			
<u>Further Requirements</u>			
Ability to answer phones in a positive and confident manner. Knowledge of copier machines.			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Davida Plaisted	youthcareerconnect@509j.net	541-579-0509



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Heart Of Oregon Corps		Central Oregon Youth Conservation Corps (COYCC)	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
http://www.hearoforegon.org		3	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
2018-06-25		2018-08-16	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$10.25 (possible college scholarship)		32	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Moderate physical and lifting		No	
<u>Description</u>			
<p>* Make new friends while working alongside a crew of your peers * Learn about the beautiful public lands in your community * Earn school credit and scholarships * Build your resume and explore post-high school opportunities * Network with US Forest Service and natural resource specialists</p>			
<u>Educational Aspect</u>			
<p>* 8 weeks of outdoors conservation work across Central Oregon (building fences, maintaining trails, cleaning campgrounds, etc.) * Program applicants must be 15-18 years old * Earn minimum wage (and possible college scholarship!) * Serving Bend, Redmond, Sisters, Prineville, Crescent, La Pine, Madras, &amp; Warm Springs Program Dates: June 25-August 16, 2018 (Mon-Thu 6:30/7:00AM-4:00pm-4:30pm)</p>			
<u>Further Requirements</u>			
<p>* Attend mandatory 2 hour orientation prior to employment. * This is not a residential program (no overnight projects/no camping) * Apply - <a href="http://www.hearoforegon.org">www.hearoforegon.org</a></p>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Heart Of Oregon Corps		AmeriCorps Volunteer and Partnership Development Coordinator	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Administration	21	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://heartoforegon.org">http://heartoforegon.org</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	Until Filled	Yes	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
11/1/2018	open	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$10.00	40	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Minimal	Yes	Yes	

**Description**

This is a full-time (43 hours/week) position as an AmeriCorps member of HEART OF OREGON CORPS YOUTHBUILD. The AmeriCorps Volunteer and Partnership Development Coordinator will complete 1700 hours of service over 10 months. The Volunteer and Partnership Development Coordinator will be responsible for developing and strengthening community partnerships, including identifying partnerships for potential service projects and service learning initiatives. The position will provide the opportunity for the right person to implement the volunteer program, enabling the Heart of Oregon Corps to better serve low-income young people and community residents. This includes developing appropriate materials, recruiting and managing volunteers, and training staff as appropriate so that Heart of Oregon Corps can sustain the volunteer program after the term of service.

**Educational Aspect**

DUTIES \*Build and maintain positive relationships with all students \*Recruit volunteers. Outreach methods include: extensive networking; presentations to faith, business, and/or community groups; staffing information booths at community events; and utilizing the media. \*Screen volunteers as necessary; procedures might include interviews, reference checks, and criminal background checks. \*Develop and facilitate orientation and training for volunteers. \*Supervise non-AmeriCorps volunteers; develop and implement recognition activities for volunteers such as special events, awards, gifts, etc. \*Maintain accurate records of volunteer participation. \*Develop community partnerships to support the volunteer or service-learning program. Assist in the delivery of other program services as assigned. \*Help

young people in our community succeed in an innovative training program, to reorient their lives, nurture their leadership skills and enable them to make a difference in their community. \*Participate in community service projects \*Attend all meetings and retreats as required \* Plan an annual National Youth Service Day event for YouthBuild AmeriCorps members

**MINIMUM QUALIFICATIONS** Must be at least 21 years of age, have a high school diploma or GED, and be a US Citizen, US National, or lawful permanent resident of the US.

**SKILLS AND ABILITIES REQUIRED**

- \* Interest in and commitment to sharing expertise to assist in the skill-development of program youth.
- \* Skilled at taking initiative, problem solving, and working independently.
- \* Skilled at building interpersonal relationships and to work/serve effectively as part of a team.
- \* Strong verbal skills, to communicate effectively with staff, volunteers, and community groups.
- \* Skilled at written communication, to develop program materials and reports.
- \* Dependable and able to maintain positive attitude, to fulfill commitment to term of service.
- \* Committed to the concept of national service and to making a difference in the community.
- \* Basic computer literacy, to be able

**Further Requirements**

**BENEFITS** The AmeriCorps Volunteer and Community Partnership Coordinator will receive a living stipend of \$13,732 paid out over the term of service, and health insurance if they are not already covered. Members may also qualify for child care allowance. Upon successful completion of service (1700 hours of service over 10 months), members receive an education award of \$5,920. Other benefits include student loan deferment, professional training, valuable networking opportunities, serving with a dedicated team of AmeriCorps members and staff, and the opportunity to make a real difference in the lives of young people and our communities.

<b><u>Contact Information</u></b>		
<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Larry Holeman	<a href="mailto:larry@edcoinfo.com">larry@edcoinfo.com</a>	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
High Desert ESD		HD-ESD-Interpreter-4	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
http://www.hdesd.org		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
2018-04-01		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		6.5 hrs/week, MON/TUE, 5:30p-8:30p, 66 days per year	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - minimal		Yes	
<u>Requires Cover Letter</u>		<u>Resume Required</u>	
No		Yes	
<u>Basic Computer</u>		<u>Background Check</u>	
Yes		No	
<u>Description</u>			
Interpreting services for schools in our Central Oregon School Districts			
<u>Educational Aspect</u>			
Interpreter meetings training to debrief & discuss any updates or upcoming conference requests (parent teacher conferences)			
<u>Further Requirements</u>			
Interview, meet with HR monthly meetings (training)			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
High Desert ESD		HD-ESD-Spanish - Tutor	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://www.hdesd.org">http://www.hdesd.org</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
2018-03-01		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		6.5 hrs/week, MON/TUE, 5:30p-8:30p, 66 days per year	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - minimal		No	
<u>Description</u>			
<p>The Plaza Comunitaria program is designed for Spanish-speaking families. The program operates two nights a week. Adults participate in both ESL classes and Spanish Basic Literacy classes, while their school age children receive tutorial support at the Homework Club and preschoolers ages 3 to 5 engage in educational activities. The Spanish Literacy Tutor works with adults at various educational levels individually or in small groups, using INEA (Instituto Nacional de Educaci3n para Adultos) materials, as they work toward completion of the secondary mastery certificate. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required.</p>			
<u>Educational Aspect</u>			
Intern will be performing duties at the following locations: Redmond High, Redmond/Bear Creek Elementary, Bend			
<u>Further Requirements</u>			
<p>QUALIFICATIONS This position requires Strong bilingual skills Spanish - English Adult tutoring experience necessary in Math and Spanish Language Basic computer skills,Team player A COMPLETE APPLICATION INCLUDES: Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position. Current resume. Completed application form (may be downloaded from HDES D website <a href="http://www.hdesd.org">www.hdesd.org</a> ) Two (2) professional letters of recommendation</p>			

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
High Desert ESD (Education Service District)		CTE/STEM Marketing		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Technology	Enter Value		
<u>Website</u>		<u>Interns Needed</u>		
http://www.hdesd.org/		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
10/15/2018				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75		4		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Office work - minimal		Yes		Yes
<u>Description</u>				
Producing flyers, video storytelling, working on websites, designing marketing materials for CTE/STEM				
<u>Educational Aspect</u>				
Ability to build a portfolio of work that is expansive and across media disciplines. Creative brainstorming. Access to Lynda.com and Adobe Creative Cloud, etc.				
<u>Further Requirements</u>				
Meet employment requirements of High Desert ESD				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Highlakes Restoration		Auto Restoration Intern
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Redmond	Service	18
<u>Website</u>		<u>Interns Needed</u>
http://www.highlakesrestorations.com		1
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	Until Filled	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
11/20/2018	open	Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
\$11-\$12 DOE	20-30	Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
Moderate - Automotive work related	Yes	Yes
<u>Description</u>		
This is a complete end-to-end restoration project that will entail the following efforts: teardown, bag and tag, documentation, some metal work, welding, engine and drive train, mechanical reassembly after paint, wiring and some dyno tuning.		
<u>Educational Aspect</u>		
Mentoring and guidance during the restoration project where the intern will learn the fine art of classic car restoration.		
<u>Further Requirements</u>		
This is a long-time project that could be longer than one year. Well-rounded and mechanical		

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Highland Veterinary Hospital		Clinic Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
www.highlandvh.com		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
2018-04-01		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		5-10	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - minimal		No	
<u>Requires Cover Letter</u>		<u>Resume Required</u>	
No		Yes	
<u>Basic Computer</u>		<u>Background Check</u>	
Yes		Yes	
<u>Description</u>			
Tech -> work with Vet Techs in the back with the animals. Clerical-> Learn how the front desk runs.			
<u>Educational Aspect</u>			
Learn how animals patients are processed and treated. Learn how the front desk handles customers and patients.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Juniper Golf Course		Banquet/Event Server-Kitchen Prep/Dishwasher	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
www.playjuniper.com		2	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	N/A	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
2018-04-01	TBD	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$10.25/\$10.75 July 1	Variable-depending on events schedule	No	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Occasionally lifting up to 50 lbs.	No	Yes	
<u>Description</u>			
Depending on age of applicant: Kitchen prep; dish washing, food prep, line cook. Banquet; Set up and tear down for events, serving and bussing, customer service.			
<u>Educational Aspect</u>			
Applicant will need to be able to obtain OLCC servers permit as well as the Food Handlers Safety Card within 30 days of the start of Internship, proper food prep and safety. Banquet; proper use and care of equipment, standard English table setting, proper etiquette for service staff, customer service.			
<u>Further Requirements</u>			
Interns needed:Kitchen: 1-2 / Banquet 1-2Back ground only necessary if the intern is to handle money.			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Juniper Golf Course		Golf Course Maintenance	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
www.playjuniper.com		5	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	N/A	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
2018-04-01	2018-09-15	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$10.75	30	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Moderate physical and lifting	No	Yes	
<u>Description</u>			
The intern will learn short term and long term activity of golf course maintenance			
<u>Educational Aspect</u>			
The students will learn the basics that are related to Science Technology, Engineering and Math that we use to operate the golf courses.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Laird Superfood		IT Support Technician	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Sisters	Technology	18	
<u>Website</u>		<u>Interns Needed</u>	
https://lairdsuperfood.com/		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes		Yes	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
11/2/2018		Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$13-\$18 DOE	25-28 hrs oer week, with potential to be fulltime	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Minimal	Yes	Yes	

### Description

Summary We are looking for a competent IT Technician to provide fast and useful technical assistance on computer systems. An excellent IT Technician must have good technical knowledge and be able to communicate effectively to understand the problem and explain its solution. Responsibilities and Duties—• Assist the System Administrator with application deployments, user training, and day-to-day computing questions. —• Documenting systems and procedures—• Serving as the first point of contact for employees seeking technical assistance in person, over the phone, or via email. —• Performing troubleshooting through diagnostic techniques and pertinent questions—• Determining the best solution based on the issue and details provided by the employee—• Walk the employee through the problem-solving process—• Direct unresolved issues to the next level of support personnel—• Provide accurate information on IT products or services—• Follow-up and update issue resolution status and information—• Pass on any feedback or suggestions by employees to the appropriate internal team—• Identify and suggest possible improvements on procedures Qualifications and Skills—• Basic understanding of enterprise networking (VLANs, RADIUS/NPS, SPI Firewall)—• Basic understanding of virtualized server environments—• Basic understanding of IT security best practices—• Good understanding of Windows systems, configurations, and permissions—• Excellent ability to diagnose and resolve basic technical issues—• Cisco networking (IOS) a plus—• Proficiency in English—• Excellent communication skills—• Customer-oriented and cool-tempered—• Willingness to learn

### Educational Aspect

Work with existing IT staff to learn about the network system and configuration within Laird Superfood.

**Further Requirements**

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Larry Holeman	<a href="mailto:larry@edcoinfo.com">larry@edcoinfo.com</a>	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Latino Community Association		Intern to the Volunteer Coordinator and Program Manager	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	18	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://latinocommunityassociation.org/">https://latinocommunityassociation.org/</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes	12/21/18		No
<u>Start Date</u>	<u>End Date</u>		<u>Resume Required</u>
ASAP	Ongoing		Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>		<u>Basic Computer</u>
Unpaid	8-20		Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>		<u>Background Check</u>
NA	No		No

**Description**

1. Work closely with both Programs Manager and Volunteer Coordinator to support components of the Workforce Empowerment Programs, including the English, Computer, Citizenship and youth programs.
2. Communicate with volunteers assigned to specific roles and be available to answer questions about assigned roles.
3. Assist with volunteer trainings and the planning of fundraising and outreach events.
4. Assist Program Manager and Volunteer Coordinator with creating, assessing, documenting, and reporting on program outcomes.
5. Work to record outcomes and information using Apricot Software.

**Educational Aspect**

The intern will learn the daily ins and outs of the Latino Community Association, including how to use our Apricot database, how to provide customer service to a diverse clientele, learn about community partners and resources, and generally how a non-profit in the social service sector operates. Additionally, the intern will learn how to work with and manage volunteers and programs.

**Further Requirements**

1. Preferred intern to be currently enrolled in college or university.
2. Bilingual (English/Spanish) written and spoken preferred
3. Bi-culturally aware (immigrant Latino/Anglo) with knowledge of immigrant Latino issues, challenges, and opportunities

4. Public presentation experience
5. Familiarity with common computer programs (MS Word, Excel, online tools), social media, databases.
6. Professional and friendly disposition
7. Ability to communicate effectively by telephone, email, and in-person
8. Team-player mentality and collaborative can-do approach to work
9. Must have reliable transportation
10. Organized

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Latino Community Association		Intern to Client Services Coordinator
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Bend	Administration	18
<u>Website</u>		<u>Interns Needed</u>
<a href="https://latinocommunityassociation.org/">https://latinocommunityassociation.org/</a>		1
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	12/21.18	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
ASAP	Ongoing	Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
Unpaid	8-20	Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
NA	No	No
<u>Description</u>		
<ol style="list-style-type: none"> <li>1. Work closely with Client Services Coordinator to support clients by providing appropriate information, referrals and follow-up to be sure clients'™ needs are being met.</li> <li>2. Help to create a warm and welcoming office environment for families, including children.</li> <li>3. Develop and utilize intake systems/forms to gather and track client data, issues, services, etc.</li> <li>4. Enter data into Apricot database, produce reports, etc.</li> <li>5. Perform office duties necessary to ensure timely communication and good organization, including answering phones, checking phone messages and email regularly, and filing documents.</li> <li>6. Other duties as needed to assist our LCA team</li> </ol>		
<u>Educational Aspect</u>		
The intern will learn the daily ins and outs of the Latino Community Association, including how to use our Apricot database, how to provide customer service to a diverse clientele, learn about community partners and resources, and generally how a non-profit in the social service sector operates.		
<u>Further Requirements</u>		
<ol style="list-style-type: none"> <li>1. Currently enrolled in college</li> <li>2. Bilingual (English/Spanish) written and spoken</li> <li>3. Ability to translate documents from Spanish to English</li> </ol>		

4. Knowledge of immigrant Latino issues, challenges, and opportunities
5. Professional and friendly disposition
6. Ability to communicate effectively by telephone, email, and in-person
7. Positive, team-player mentality
8. Organized
9. Familiarity with basic computer programs (MS Word, Excel)
10. Ability to manage or learn a simple database (Apricot)

<b><u>Contact Information</u></b>		
<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Lynch Pro-Formance Products		Marketing and Business Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Administration	18		
<u>Website</u>		<u>Interns Needed</u>		
http://lynchproducts.com/		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
12/15/2018				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
Unpaid		10+		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Office work - minimal		No		No

<u>Description</u>
Intern will be working with company in the business, marketing, (local and online) aspects of the company as they relate to their products.
<u>Educational Aspect</u>
Work experience to practice what the student has been learning in school. Learning about Lynch Pro-Formance products and how they are sold. Will be working with the company owner learning on how the products are promoted within and out of the region.
<u>Further Requirements</u>
Communications is key. Really want to work with an honest student that has a passion for the racing industry and likes to learn new things.

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Lynch Pro-Formance Products		Automotive and Racing Trainee - Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Service	18		
<u>Website</u>		<u>Interns Needed</u>		
http://lynchproducts.com/		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
12/15/2018				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
Unpaid		5-8		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Shop/Mechanical Type Environment - moderate lifting		No		No
<u>Description</u>				
On-site automotive experience working with owner on race cars both in the shop and at races.				
<u>Educational Aspect</u>				
The intern will be learning from a career racing expert and race car owner. Real world automotive experience on how to prepare for, participate in an oval track sprint racing environment that is not available to everyone.				
<u>Further Requirements</u>				
The intern will need to have a clear passion for automotive mechanics. Especially with desire to learn about high-performance racing vehicles. There will be weekends available where the intern can travel with the owner to races. Expenses will be paid for by Lynch Pro-Formance. This will be real-world exposure to how racing industry				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
New Creation Tiny Homes		Social Media / Website Maintenance	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Sisters	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
http://newcreationtinyhomes.com/		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Until Filled	
<u>Start Date</u>		<u>End Date</u>	
2019-01-27		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		4-10	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - Minimal		No	
<u>Description</u>			
Intern will work to improve social media presence on all platforms. This may require creating new accounts, improving content on existing accounts as well as recommending areas for improvements in our social media strategies.			
<u>Educational Aspect</u>			
We will work closely with intern to assist them in gaining hands on skills in real world application in the area of Social Media and Web Presence. Intern will be able to put into practice skills they are learning while gaining insight into working of our business current and ongoing needs in these areas.			
<u>Further Requirements</u>			
Internet, Email, MS Office, Wordpress, Facebook, Instagram, All social media platforms.			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Opportunity Foundation of Central Oregon		Behavior Support Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Education	18	
<u>Website</u>		<u>Interns Needed</u>	
www.opportunityfound.org		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
2018-03-22		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		20	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - minimal		No	
<u>Requires Cover Letter</u>			
No			
<u>Resume Required</u>			
Yes			
<u>Basic Computer</u>			
Yes			
<u>Background Check</u>			
Yes			
<u>Description</u>			
Will shadow current Behavior Professionals in all areas of duties in providing behavior supports, responding to crisis situations and writing Behavior Support Plans.			
<u>Educational Aspect</u>			
Experience with becoming a Behavior Specialist for the State of Oregon, multi-disciplinary team collaboration, how to work with other professionals and professional teams.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Opportunity Foundation of Central Oregon		Nursing Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
www.opportunityfound.org		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
4/1/2018		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
Unpaid		TBD	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Minimal		No	
<u>Description</u>			
Shadowing RN in all areas of duties			
<u>Educational Aspect</u>			
If the intern is not licensed or in a licensing program they may shadow only.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Opportunity Foundation of Central Oregon		Retail/Human Services Intern
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Redmond	Service	18
<u>Website</u>		<u>Interns Needed</u>
www.opportunityfound.org		3
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	N/A	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
12/15/2018	TBD	Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
Unpaid	16	Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
Office work - minimal	No	Yes

### Description

They will shadow Quality Assurance Coordinators, Direct Support Professionals and the General Manager of the Thrift Stores and will learn about the importance of Quality Assurance and how it works, will get hands on experience supporting the clients that we serve (no personal care) and how clients are trained for different jobs. This will aide when they learn about person centered plans and attend ISP meetings.

### Educational Aspect

Quality Assurance, ISP system, Person Centered supports, social work, I/DD system, some caregiving.

### Further Requirements

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Opportunity Foundation of Central Oregon		Maintenance Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Service	18		
<u>Website</u>		<u>Interns Needed</u>		
www.opportunityfound.org		2		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		N/A		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
12/15/2018		TBD		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
Unpaid		15		No
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Moderate - lift up to 50lbs		No		Yes

<u>Description</u>
<p>They will accompany current Maintenance Technicians and be taught various aspects of how to schedule and complete fleet maintenance (including body work, oil changes, etc) for 50+/- vehicles across 11+ programs, how to perform building repairs on all of our properties in the tri-county area and seasonal landscaping at all of our residential homes and office buildings.</p>
<u>Educational Aspect</u>
<p>Fleet maintenance, building maintenance, landscaping and irrigation.</p>
<u>Further Requirements</u>
<p> </p>

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Panacea at the Canyon		Social Media and Website Marketing	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.panacearesort.com/">https://www.panacearesort.com/</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
2018-04-01		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$10.25		5	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - minimal		No	
<u>Requires Cover Letter</u>		<u>Resume Required</u>	
No		Yes	
<u>Basic Computer</u>		<u>Background Check</u>	
Yes		Yes	
<u>Description</u>			
To manage the marketing side of social media and website for a luxury campground in Central Oregon			
<u>Educational Aspect</u>			
Candidate will be given exposure to the hospitality and tourism industry by receiving in depth knowledge of the property and its operations in order to create an effective marketing strategy via the company website, blog, and social media platforms. Position may also include photography and creative writing as well as guest services and sales.			
<u>Further Requirements</u>			
Experience with the major social media platforms including Tripadvisor (Internet, Email, MS Office, etc.) Position best suited for someone with interest in the Hospitality & Tourism industry. Ability to work independently and creatively to formulate a cohesive marketing strategy with quantifiable results. Position may also provide exposure to guest services and sales via email, phone and in person.			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Press Pros Printing Company		Construction / Building Maintenance Apprentice		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Construction	18		
<u>Website</u>		<u>Interns Needed</u>		
https://www.presspros.net/		2		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
6/25/2018				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$12-\$15 DOE		20-40		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Construction Environment - moderate lifting		No		No
<u>Description</u>				
Working with owner and other Sub Contractors remodeling the Centwise / Printing Post building as well as building maintenance and landscaping at our other commercial building in Redmond.				
<u>Educational Aspect</u>				
Basic Carpentry Skills. Exposure to the Electrical and Plumbing Trades. Building and Landscape Maintenance, training in use of power tools.				
<u>Further Requirements</u>				
Looking for students who have a desire to learn and can be dependable				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



**Intern Request**

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Quality Truss		Truss Builder
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Redmond	Construction	18
<u>Website</u>		<u>Interns Needed</u>
http://www.parr.com		1
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	Until Filled	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
12/1/2018		Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
\$13	30+	No
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
Must be able to stand for long periods of time and lift up to 50 pounds on occasion	Yes	No
<u>Description</u>		
Working in a fast pace Manufacturing Environment Building Roof and floor Trusses		
<u>Educational Aspect</u>		
Safety Training, Basic shop drawing reading skills, potentially Forklift Certification		
<u>Further Requirements</u>		
Must be able to stand for long periods of time and lift up to 50 pounds on occasion.		

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Redmond Area Park & Recreation District		Receptionist-Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Administration	17	
<u>Website</u>		<u>Interns Needed</u>	
http://www.raprd.org		1	
<u>Interview Required</u>		<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes		Until Filled	No
<u>Start Date</u>		<u>End Date</u>	<u>Resume Required</u>
12/1/2018			Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>	<u>Basic Computer</u>
\$10.75		15	Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>	<u>Background Check</u>
Minimal		Yes	Yes

<u>Description</u>
<p>Strong customer service skills to greet and assist customers in person, electronically and over the phone at the Cascade Swim Center and Activity Center. Accepting payments for facilities admissions and processing recreation program registrations, data entry and program tracking. There will be cleaning responsibilities as well.</p>
<u>Educational Aspect</u>
<p>Training to use the online registration program to register customers for programming, take park reservations, answering the phone, taking payment from customers, data entry, answering customer questions both in person and electronically, etc.</p>
<u>Further Requirements</u>
<p>Available to work nights and rotating weekends (Saturday and Sundays) at both the Cascade Swim Center and Activity Center.</p>

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Redmond Athletic Club		Front Desk-Customer Support Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.redmondathletic.com">https://www.redmondathletic.com</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Until Filled	
<u>Start Date</u>		<u>End Date</u>	
12/15/2018		3/15/2019	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$10.75		5-10	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
		No	
<u>Description</u>			
Signing up members, cleaning, giving tours, etc.			
<u>Educational Aspect</u>			
Intern will be trained by Front Desk Manager and other staff.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Redmond Municipal Airport		Airport Management Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	18	
<u>Website</u>		<u>Interns Needed</u>	
<a href="http://www.flyrdm.com/">http://www.flyrdm.com/</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Until Filled	
<u>Start Date</u>		<u>End Date</u>	
12/3/2018			
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$12		10+	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Minimal		No	
<u>Description</u>			
Basic management, Engineering, Security, Administration, Facilities and Operations support.			
<u>Educational Aspect</u>			
Training in the following aspects; administrative, operational, security and air service.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Redmond Welding and Contracting LLC		Entry level welder		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Manufacturing	21		
<u>Website</u>		<u>Interns Needed</u>		
<a href="http://redmondwelding.com/">http://redmondwelding.com/</a>		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
12/12/2018		TBD		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$13-\$20 DOE		25-40		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Moderate to heavy - metal shop work		No		No
<u>Description</u>				
Helping other welders complete tasks, general help around the shop				
<u>Educational Aspect</u>				
Fabrication skills and use of shop equipment				
<u>Further Requirements</u>				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Ridgeline Metal, Inc.		Production Assistant	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Manufacturing	18	
<u>Website</u>		<u>Interns Needed</u>	
www.ridgelinemetals.com		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	N/A	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
2018-04-15	TBD	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$10.50	Flexible	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Outdoors - lifting up to 50 lbs.	No	Yes	
<u>Description</u>			
Qualified candidate will support all production employees. Typical duties include material handling/packaging which includes the handling of sheet metal. Additional duties include the loading of products for customers, gathering material necessary for loading and deliveries and overall shop assistance.			
<u>Educational Aspect</u>			
Depending on the length of time that an intern will be employed, training could be limited to forklift operation, paperwork flow management, safe material handling practices, inventory procedures and shop maintenance. If time allows, machine operation could be a part of the training, which would include shearing steel operations, mechanical break operations, roll-forming machine operations and sheet-metal slitting operations.			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Rimrock Dental of Redmond		Sterilization Tech		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Service	18		
<u>Website</u>		<u>Interns Needed</u>		
<a href="https://www.rimrockdentalofredmond.com/">https://www.rimrockdentalofredmond.com/</a>		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
6/25/2018				Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75		8-16		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Office work - minimal		No		No
<u>Description</u>				
Sterilizing instruments, cleaning operatories, setting up provider equipment, restocking rooms, daily cleaning of operatories and possibly assisting the doctor.				
<u>Educational Aspect</u>				
All training will be completed @ the office during business hours.				
<u>Further Requirements</u>				
Proof of HBV vaccinations				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Sleep Inn & Suites of Redmond		Front Desk Agent - Internship	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Service	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.choicehotels.com/sleep-inn">https://www.choicehotels.com/sleep-inn</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Until Filled	
<u>Start Date</u>		<u>End Date</u>	
10/15/2018		TBD	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$11.00		20-30 (Time for this effort would be late afternoons and evenings)	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Office work - minimal		No	
<u>Requires Cover Letter</u>		<u>Resume Required</u>	
No		Yes	
<u>Basic Computer</u>		<u>Background Check</u>	
Yes		No	

<u>Description</u>
Front Desk Agents are responsible for reservations, check-ins, and check-outs. High focus on customer service with the ability to multi-task various duties.
<u>Educational Aspect</u>
No education required, and all employees are trained on site with multiple shifts completed with a supervisor before working on own.
<u>Further Requirements</u>
We are looking for someone who understands that customer service is the key to success. Great eye contact, engaging, and people friendly are a most in this industry. Basic cash handling, sales, and telephone skills are a focus.

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Steve Hull Agency of Farmers Insurance		Marketing/customer service		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Administration	16		
<u>Website</u>		<u>Interns Needed</u>		
http://www.farmersagent.com/shull		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		Yes
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
12/15/2018		open		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75		16-20 (Mon-Thur; occassional weekend		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
		No		No

**Description**

The telemarketing position is responsible for handling Farmers contact cards, and gathering sensitive data to prepare for sales. This data is to be kept with in this office, and held private to the outside public. This position may at times be necessary to facilitate administrative activities related to agency accounting and operations, assisting in sales and completing other duties assigned by management. Providing excellent customer service and completing work according to company policies, procedures, and the Code of Conduct is crucial to this position and underlies all work activities and duties. Counter Operations Assist in counter operations by greeting customers; discussing customer needs and answering questions related to Steve Hull Agency products and services. Assisting in customer issues; accessing data on products and services for proper application. Scheduling appointments; opening and maintaining details in the agency computer system; noting special instructions on customer information, an

**Educational Aspect**

Phone skills, customer service skills, in-house computer system skills, money handling skills, office filing, organization.

**Further Requirements**

**Contact Information**

<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
Larry Holeman	<a href="mailto:larry@edcoinfo.com">larry@edcoinfo.com</a>	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
Stroke Awareness Oregon		Office Assitant		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Bend	Administration	18		
<u>Website</u>		<u>Interns Needed</u>		
www.strokeawarenessoregon.org		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until position i		Yes
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
Anytime		TBD		No
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
unpaid		four to 6		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
		No		No
<u>Description</u>				
Assist Executive Director in daily operational tasks that include, organizing events and Board meetings, tracking fundraising,preparing informational packets, assisting with awareness presentations.				
<u>Educational Aspect</u>				
Intern will have learning opportunities inOffice etiquette, Non-profit employments, organizational skills, event planning and execution, relationship developmentand marketing				
<u>Further Requirements</u>				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
David Haines	david@bendchamber.org	(541) 382-3221



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Sunwest Builders		Construction General Laborer and Carpenter Assist	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Construction	18	
<u>Website</u>		<u>Interns Needed</u>	
		2	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		N/A	
<u>Start Date</u>		<u>End Date</u>	
5/14/2018		8/30/2018	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$11.00		12-15	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
Outdoors - lift up to 50 lbs.		Yes	
<u>Requires Cover Letter</u>			
No			
<u>Resume Required</u>			
Yes			
<u>Basic Computer</u>			
No			
<u>Background Check</u>			
Yes			

<u>Description</u>
Working on the Redmond Historic Hotel Renovation as a general laborer and carpenter's assistant. He or She will be attending safety meetings, assisting with Job site cleanup and learning beginning carpenter skills as the opportunities arise.
<u>Educational Aspect</u>
Beginning carpentry skills and general knowledge of a working construction jobsite.
<u>Further Requirements</u>
Personal Protective Equipment will be provided by employer (Hardhat, Safety Vest, Safety glasses, ear plugs and gloves) Work boots and pants are the employee's responsibility. Selected intern will need to pass drug screen and attend a new employee orientation and a safety orientation before starting work.

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Sylvan Learning Center		STEM Intern/Summer Camp Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Bend	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://locations.sylvanlearning.com/us/bend-or">https://locations.sylvanlearning.com/us/bend-or</a>		1-2	
<u>Interview Required</u>		<u>Application Deadline</u>	
Yes		Flexible	
<u>Start Date</u>		<u>End Date</u>	
Summer: June 1		Summer: August 3	
<u>Hourly Rate</u>		<u>Hours/Week</u>	
\$10.75		Summer: 15-20   School Year: 4-8	
<u>Lift Requirements</u>		<u>Drug Screening</u>	
		Yes	
<u>Background Check</u>			
		Yes	
<u>Description</u>			
<p>Assisting teachers/office staff with summer STEM Camps: prepare materials, create student rosters, set up classroom            Assist with camp: oversee and interact with students as they build LEGO robotics, coding, and engineering models            Assist with Office Duties: make copies, file, light cleaning, etc.</p>			
<u>Educational Aspect</u>			
<p>No prior STEM training necessary. We will teach all the necessary curriculum so that you can help students engage in STEM camps throughout the summer. Intern will get first-hand experience working with young children as well as improve customer service experience as they interact with our clients.</p>			
<u>Further Requirements</u>			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
David Haines	david@bendchamber.org	(541) 382-3221



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
The De Leone Corporation		Production Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Education	18		
<u>Website</u>		<u>Interns Needed</u>		
deleone.com/		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		N/A		No
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
5/8/2018		TBD		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.25		10+		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Moderate - lift up to 50lbs		Yes		No
<u>Description</u>				
General Shop Shrink wrap, stock shelves, Check orders				
<u>Educational Aspect</u>				
Life experience in business environment.				
<u>Further Requirements</u>				
Applicants should be highly-motivated and mechanically inclined that would like to learn to operate some of our equipment (rewinder, shrink wrap, sealer, etc.) in our production area.				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>		
The De Leone Corporation		Graphic Arts Intern		
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>		
Redmond	Manufacturing	18		
<u>Website</u>		<u>Interns Needed</u>		
http://www.deleone.com/		1		
<u>Interview Required</u>		<u>Application Deadline</u>		<u>Requires Cover Letter</u>
Yes		Until Filled		Yes
<u>Start Date</u>		<u>End Date</u>		<u>Resume Required</u>
12/15/2018		Open		Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>		<u>Basic Computer</u>
\$10.75		6-10		Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>		<u>Background Check</u>
Office work - minimal		Yes		No
<u>Description</u>				
<p>Graphic Design. Mostly managing and manipulating art provided by customers, making sure it is accurate and communicates to our plate making system or to a digital press. Some opportunities to build layouts and designs per client requirements. We have both Mac and PC systems. Current focus will be on PC System using proprietary software program to translate client art to communicate to digital press</p>				
<u>Educational Aspect</u>				
<p>Intern will learn Esko software (for plate making) and Wasatch RIP software for digital press. Practical experience in the private sector, exposure to opportunities for employment as a graphic artist, part time or full time position. Knowledge and expertise in the printing industry.</p>				
<u>Further Requirements</u>				
Adobe Illustrator				

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005





## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Trout Realty Inc		Administration Support Intern	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.troutrealty.com/">https://www.troutrealty.com/</a>		1	
<u>Interview Required</u>		<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes		Until Filled	Yes
<u>Start Date</u>		<u>End Date</u>	<u>Resume Required</u>
1/10/2019		open	Yes
<u>Hourly Rate</u>		<u>Hours/Week</u>	<u>Basic Computer</u>
\$10.75		20	Yes
<u>Lift Requirements</u>		<u>Drug Screening</u>	<u>Background Check</u>
		Yes	Yes
<u>Description</u>			
Answering phones, collecting rents and entering into management system, learning and managing real estate transactions and the associated systems. Helping with marketing collateral (Flyers, postcards, websites, etc.)			
<u>Educational Aspect</u>			
Learning how the real estate industry works and operates through direct one-on-one coaching.			
<u>Further Requirements</u>			
Internet, email, general computer skills, we can teach the real estate and management programs used. MS Word and Excel skills are a bonus			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	larry@edcoinfo.com	541-815-5005



## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>	
Windermere Real Estate - Noah von Borstel/Matthew Gilman Team		Real Estate Assistant	
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>	
Redmond	Administration	16	
<u>Website</u>		<u>Interns Needed</u>	
<a href="https://www.facebook.com/noahcore/">https://www.facebook.com/noahcore/</a>		1	
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>	
Yes	Until Filled	No	
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>	
9/1/2018	TBD	Yes	
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>	
\$12-\$16	20-30	Yes	
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>	
Office work - minimal	No	No	
<u>Description</u>			
Helping with transaction coordination, customer relationship marketing, digital marketing and everything else pertaining to the world of residential real estate in Central Oregon.			
<u>Educational Aspect</u>			
Hands on education about the entire real estate process from start to finish. Sourcing leads, working with leads, home tour etiquette contract writing, negotiations, transaction coordination, escrow and closings. Intern will also be encouraged to obtain their real estate license for a higher level of responsibility.			
<u>Further Requirements</u>			
Hard working, motivated and responsible			

<u>Contact Information</u>		
<u>Coordinator</u>	<u>Email</u>	<u>Phone</u>
Larry Holeman	<a href="mailto:larry@edcoinfo.com">larry@edcoinfo.com</a>	541-815-5005

## Intern Request

Report date: January 21, 2019

<u>Employer</u>		<u>Internship Title</u>
Zealios		Marketing Intern
<u>Area</u>	<u>Industry</u>	<u>Minimum Age</u>
Bend	Administration	18
<u>Website</u>		<u>Interns Needed</u>
www.teamzealios.com		1
<u>Interview Required</u>	<u>Application Deadline</u>	<u>Requires Cover Letter</u>
Yes	7/25/18	No
<u>Start Date</u>	<u>End Date</u>	<u>Resume Required</u>
8/1/18	TBA	Yes
<u>Hourly Rate</u>	<u>Hours/Week</u>	<u>Basic Computer</u>
Unpaid	10+	Yes
<u>Lift Requirements</u>	<u>Drug Screening</u>	<u>Background Check</u>
	No	No

### Description

Weâ€™re looking for an energetic candidate interested in ecommerce, business and marketing to join our team as an intern. There are many areas of work and projects for the right candidate to select from depending on their interests and field of study. A few of the intern responsibilities and projects are listed below: Zealios market research & competitive analysis project\* Competitive assessment & analysis of 10-15 competitors\* Including:\* company background & health of each company\* brand identity & product design\* marketing campaigns & tactics\* product line ingredients & package marketing\* value proposition & target market\* Market research analysis of personal care industry\* Including:\* identify any underserved areas of opportunity\* new product & marketing trends\* Present findings & recommendation to Zealios team & co-founders Zealios social media & campaign management\* Manage social media accounts (Facebook, Instagram, Twitter, LinkedIn, Pinterest)

### Educational Aspect

The candidate will be mentored by Brand Kerr, a marketing professional with 12+ years marketing experience in the retail and ecommerce industry and past work experience with Nordstrom and zulily. The goal is for the candidate to leave the internship with a presentation and/or framework to use within a resume portfolio. We would love to help provide a bullet for your resume highlighting the skills and tasks accomplished during the internship.

### Further Requirements

Ideally the candidate will have an educational focus in business and/or marketing to ensure the skills gained during the

internship add relevant value.

<b><u>Contact Information</u></b>		
<b><u>Coordinator</u></b>	<b><u>Email</u></b>	<b><u>Phone</u></b>
David Haines	david@bendchamber.org	(541) 382-3221

