NEX-GENERATION Round Up for Youth, Inc.

2020 Nex-Gen Internship Application

Step 2 of 3

2020 Participating Businesses and Organizations

Listed alphabetically by County, then Business name.

INSTRUCTIONS: Please check the position(s) to which you are applying: *

☐ **Cheyenne County Development Corp**

City: St. Francis
County: Cheyenne

Category: Community Economic Development

Interns for Cheyenne County Development Corporation will have an opportunity to experience communities not just in Cheyenne County, but also in other areas of Northwest and Western Kansas, and possibly in other parts of the state, by attending business meetings and visiting businesses in these areas. Within the office, computer, phone and personal skills are needed. The intern will update the county business list, distribute brochures, post jobs, and attend meetings with county and city officials.

☐ **Cheyenne County Health Department**

City: St. Francis
County: Cheyenne

Category: Healthcare, Medical, Mental Health, Dietary, Foods

The intern will work in the health department assisting with increasing healthy food access and consumption, working to improve the mental health situation in Northwest Kansas, and helping with local programming. Our vision for county health is that we work to provide resources toward healthy living, and we would love a student to assist us in reaching their peers and their community.

☐ **Cheyenne County Hospital**

City: St. Francis
County: Cheyenne

Category: Healthcare, Medical

The student will rotate through all the hospital and clinic departments to experience all the facets that go into a healthcare system. They will have hands-on experience with patients and coworkers. Our goal is for our intern to experience all that healthcare has to offer and what jobs are available locally, including nurses, doctors, and more.

☐ **Tri-State Antique Engine and Thresher Association**

City: Bird City
County: Cheyenne

Category: Agriculture, Travel & Tourism, Grounds Keeping, Labor

In preparation for the annual Tri-State Antique Engine & Thresher Show, our intern will be doing a combination of general grounds maintenance, including mowing, trimming, and spraying our show grounds. In addition, he or she will assist in repairing and painting of buildings, performing simple

grounds. In addition, he or she will assist in repairing and painting of buildings, performing simple mechanic work on antiques, and helping prepare for, conducting, and cleaning up for and after our annual show. We have found our interns gain a sense of pride and become great supporters of the show and community.

☐ **Decatur County Museum**

City: Oberlin
County: Decatur

Category: Administrative, History, Travel & Tourism

We will have the student scan in photo negatives, type stories to use with our Smithsonian grant, Crossroads Rural Kansas, and other digitalizing projects.

☐ **Nex-Tech - Advertising Solutions**

City: Hays
County: Ellis

Category: Graphic Design, Social Media, Marketing

Nex-Tech's Advertising Solutions department in Hays is seeking a college intern to work on various design and social media projects for Nex-Tech and Nex-Tech's Ad Solutions clients. The intern may also assist with public relations/company events. This position will be based in the Nex-Tech Hays office. This internship may be extended through mid-November, just prior to Thanksgiving break.

☐ **Nex-Tech - Cyber Security**

City: Hays
County: Ellis

Category: Information Technology, Cyber Security

Seeking a Fort Hays State University junior or senior level college student who is already deeply rooted in Cyber Security & IT classes. Our intern will assist with cyber security duties for Nex-Tech. This will include the following: log review; aggregating reporting data; helping with updates to the NIST report and working with other staff members to gather information from suppliers; and helping identify ways to measure cyber-security effectiveness.

☐ **Nex-Tech - Human Resources Intern**

City: Hays or Hill City
County: Ellis or Graham

Our Human Resources Intern will support the daily tasks of the department while working closely with our HR team. This position will assist with recruiting and onboarding new employees, processing benefit change paperwork, maintaining the HRIS and a variety of other HR or Safety related tasks. Through this internship, this role will provide the opportunity to gain a strong understanding of what HR does and why compliance is so important.

☐ **Theraplay Learning Center, LLC**

City: Hays
County: Ellis

Category: Healthcare, Physical Therapy, Pediatrics, Speech Therapy, Occupational Therapy

We are a pediatric clinic that provides occupational, physical, and speech therapy services. Our intern will be responsible for managing office duties that include filing and other paperwork, helping with transitions of patients, and supporting therapists, as needed. This position is in Hays, Ks. (See also Norton, Ks. position.)

☐ **Ellsworth County Medical Center**

City: Ellsworth
County: Ellsworth

Category: Healthcare, Human Resources, Administrative

This intern will be based in the Human Resources department and will work on various projects in

This intern will be based in the Human Resources department and will work on various projects in non-clinical areas throughout the organization. Clear goals will be set, and processes will be in place to guide the intern through their experience; a peer review will be conducted of all completed projects.

☐ **Kirkham Michael**

City: Ellsworth
County: Ellsworth

Category: Construction, Civil Engineering, CAD

Gain valuable intern experience with Kirkham Michael! Kirkham Michael is currently seeking an energetic and dedicated student who is studying in, or is interested in studying in, the field of Civil Engineering to fill an entry-level, temporary, Summer Engineering Intern position for our Ellsworth, Kansas, office. Our intern will work under the direction of a senior team member and receive specific instruction for required tasks and project components. Duties may include: CAD design/drawing, basic engineering calculations, and field construction observation and materials testing. Instruction in basic AutoCAD Civil 3D and/or MicroStation GeoPak will be provided, as you begin to apply engineering education to practical design solutions. A valid driver's license is required. Applicants must be high school seniors or college students who are at least 18 years old by the start of the internship.

☐ **Midland Railroad Hotel**

City: Wilson
County: Ellsworth

Category: Administrative, Travel & Tourism, Social Media, Marketing

Individual will assist the front desk in meeting and greeting customers, booking reservations, and meeting customer needs and requests. Student must have excellent customer relations and problem-solving skills. He or she will be responsible for social media and marketing at the hotel. Some projects will include developing a bicycling map of the community, art projects in which the community may participate, and adding historical items to Facebook to attract alumni and others to the community.

☐ **Thornton Auto Parts**

City: Ellsworth
County: Ellsworth

Category: Automotive, Parts, Sales, Service

Thornton Auto Parts is a local NAPA Auto Parts dealer in Ellsworth, Kansas. We are seeking a student intern to help check in freight; stock shelves; wait on customers; label and tag sales items; inventory supplies; and clean.

☐ **Quinter Recreation**

City: Quinter
County: Gove

Our intern will assist with baseball and soccer field maintenance, including mowing, raking, and dragging fields. He or she will also help prep fields for games, set up schedules with area towns, and assist in officiating.

☐ **USD 292 - Wheatland**

City: Grainfield
County: Gove

Category: Schools, Education, Administrative, Leadership, Management, Creativity

USD 292 - Wheatland is seeking a student intern to become involved in planning and development activities for the 2020-21 school year. The intern will assist the Superintendent, Principal, and other staff members through active involvement in strategic planning, development and implementation of new and existing ideas. The student intern will work in a hands-on role. This is a great opportunity for a student interested in further developing leadership, management, creativity, and project skills.

☐ **Graham County Hospital**

City: Hill City
County: Graham

Category: Healthcare

Interns work in a variety of healthcare departments, depending on their personal interests.

☐ **Oklahoma Custom Rubber**

City: Graham
County: Hill City

Category: Manufacturing

Seeking an intern to learn the rubber molding business. He or she will assist with rubber molding, trimming, and boxing. Students 16+ may apply. If selected student is 18+, he or she may also learn specialized equipment, such as presses, used in the molding process.

☐ **Wellhead Systems Inc.**

City: Graham
County: Hill City

Category: Warehouse, Office, Machinist, Accounting

Wellhead is seeking students interested in the following summer internship positions:

> Warehouse Intern - This position involves pulling orders, shipping and receiving, and assembling products.

Accounting Intern - Student will assist in the accounting department Office Assistant Intern - Student will assist with basic office work Machine Shop Intern - Applicants for the Machine Shop must be age 18 or over. The position will including painting, assembly, and machine operation.

☐ **Mahin Insurance**

City: Formoso
County: Jewell

Category: Insurance, Customer Service, Business

Our intern will provide customer service via phone, email, and in-person communications to current and potential clients. He or she will also learn a variety of insurance products to provide clients with best coverage.

☐ **Possibilities - Jewell County Justified LLC**

City: Mankato
County: Jewell

Category: Florist, Marketing, Social Media, Business, Customer Service, Public Relations

Our intern will gain experience in managing/operations of a small flower and gift shop. His or her main task will be to plan product campaigns and follow through with promotion through in-store events and social media campaigns. He or she will also have other public relations projects. Other duties will include helping customers, closing out the drawer daily, and generating interest and foot traffic. Qualities Needed: tech savvy, self-starting, goal oriented, creative, and people friendly! Awesome, unique opportunity to learn about entrepreneurship!

☐ **Randall Farmers Coop Union**

City: Randall
County: Jewell

Category: Agriculture

Our intern will be introduced to all facets of the business: grain, agronomy, feed, fuel, and office. Emphasis and focus can be put on the sector in which they are most interested.

☐ **Kansas Pregame**

City: Lincoln
County: Lincoln

Category: Sports, Writing, Editing, Journalism

Intern will be responsible for gathering team information for high school sports teams in Kansas and producing written previews of the team's upcoming season. Additional responsibilities could include athlete interviews and feature story production for our statewide preview magazines.

☐ **Lincoln Farm Supply**

City: Lincoln
County: Lincoln

Category: Agriculture, Social Media, Marketing

Our intern will assist in expanding our Internet and social media advertising via Facebook and Instagram, as well as eBay and other sites. This will involve the intern making marketing videos and working on promotions.

☐ **USD 298 - Lincoln**

City: Lincoln
County: Lincoln

Category: Schools, Education, Administrative, Foods, Grounds

USD 298 - Lincoln is seeking a student to perform a variety of indoor administrative and outdoor duties. Examples may include routine clerical and administrative functions, assisting with the noon food service program and helping with custodial, painting, and groundskeeping tasks.

☐ **Cunningham Telephone & Cable**

City: Glen Elder
County: Mitchell

Category: Telecommunications

Position Filled.

☐ **Mitchell County Hospital Health Systems**

City: Beloit
County: Mitchell

Category: Healthcare

Looking for experience in healthcare? We are seeking interns who are interested in learning about healthcare and training to become certified nursing assistants. With the experience you gain, we hope to encourage you to pursue a career in nursing or another medical field and return to Mitchell County in the future!

☐ **NCK Tech**

City: Beloit
County: Mitchell

Category: Information Technology

The NCK Tech Information Technology intern will work with the IT director to accomplish basic-to-advanced IT departmental needs on the Beloit campus.

☐ **NCK Tech Foundation**

City: Beloit
County: Mitchell

Category: Administrative, Social Media, Marketing

Category: Administrative, Social Media, Marketing

NCK Tech Foundation on the Beloit campus is seeking an intern to assist in generating a database of NCK Tech's alumni. They will also help with marketing and meeting/event planning.

☐ **Peoples State Bank**

City: Hoxie, Colby, Goodland, Oakley, Hill City, WaKeeney, and McDonald
County: Sheridan, Thomas, Sherman, Logan, Graham, Trego, Rawlins

Category: Banking, Accounting, Customer Service

Seeking interns at each of our Peoples State Banking locations.

☐ **Guardian Home Health, LLC**

City: Norton
County: Norton

Category: Healthcare, Home Health

An intern with Guardian Home Health will be introduced to and engaged into all aspects of the business. This includes projects, both strategic and tactical, to include marketing, social media, administration, clerical, client services, contracting, securities, care delivery, and many different observation hours with all licensed disciplines. We want the intern to have exposure to running a business from an all-departments view.

☐ **New Age Industrial Corporation, Inc.**

City: Norton
County: Norton

Category: Computer Aided Drafting, Engineering

New Age is seeking up to two interns to work on a project to generate a plant drawing of its factory in Norton. The drawing will include multiple aspects of the plant, including square footage, wiring diagrams (utilities), and more. Students must have basic math and measurement skills. Also experience with mechanical and computer aided drafting (AutoCAD) knowledge is necessary.

☐ **Northwest Kansas Library System**

City: Norton
County: Norton

Category: Administrative, Information Sciences, Library

We are seeking an intern interested in a career in Information Sciences. Our intern will work directly with our staff throughout the summer to get a broad overview of the library system. They will work with regional consultants, as well as with our HR staff, and even take on the Director's position for a week.

☐ **Norton County Community Foundation**

City: Norton
County: Norton

Category: Nonprofit, Fundraising, Event Planning

Our intern will work on three primary projects this summer: 1) secure Sebelius Lake event, 2) planned giving program development, 3) database development. In addition to these projects, he or she will assist with regular office processes and activities of the Norton County Community Foundation.

☐ **Theraplay Learning Center, LLC**

City: Norton
County: Norton

Category: Healthcare, Physical Therapy, Pediatrics, Speech Therapy, Occupational Therapy

We are a pediatric clinic that provides occupational, physical, and speech therapy services. Our

We are a pediatric clinic that provides occupational, physical, and speech therapy services. Our intern will be responsible for managing office duties that include filing and other paperwork, helping with transitions of patients, and supporting therapists, as needed. This position is in Norton, Ks. (See also Hays, Ks. position.)

☐ **Foote Cattle**

City: Hoxie, Oberlin, Oakley, and Dighton.
County: Sheridan, Decatur, Logan, Lane

Category: Agriculture, Feedyard, Cattle

Multiple positions available at each of our feedyard locations.

☐ **Domoney's Furniture & Funeral Home**

City: Downs
County: Osborne

Category: Retail, Furniture, Business

Our intern will help with day-to-day business at the furniture store, receiving and delivering furniture, performing maintenance, and assisting with funerals. He or she will be learning small business strategies in rural Kansas, promoting community and life when returning to "small-town Kansas."

☐ **Osborne Industries**

City: Osborne
County: Osborne

Category: Accounting

Osborne Industries is seeking an accounting intern for the summer. The successful candidate will learn various skills within the accounting department. Duties may include helping with accounts receivable, accounts payable, and payroll.

☐ **Downs & Smith Center Veterinary Clinics**

City: Downs, Smith Center
County: Osborne / Smith

Category: Veterinary

Students will learn about rural veterinary practice and will engage in all aspects and roles in our rural, mixed animal veterinary practices. They will interact with veterinarians, veterinary assistants, and office managers. Interns will gain knowledge and skills in animal husbandry and sterile surgical preparation, and assist with hospitalized/boarded patients. They will also meet and greet clients and patients. Positions are available at both Downs and Smith Center locations.

☐ **The Peoples Bank** (formerly The Farmers Bank of Osborne)

City: Osborne, Smith Center
County: Osborne / Smith

Category: Banking

The intern will be assisting customers with their financial transactions, including check cashing, deposits, transfers and withdrawals, while adhering to established operational policies and procedures. Duties will include balancing a cash drawer and assisting other employees with projects when requested. (The Farmers Bank of Osborne has participated in the Nex-Generation Internship program for three years. The intern could possibly be used at both Osborne and Smith Center locations.)

☐ **All Smiles Dental Care, LLC**

City: Minneapolis
County: Ottawa

Category: Healthcare, Dental

Our intern will work on projects, check in patients, answer phones, and delegate. He or she will assist patients with basic needs and assist the administration team with various duties.

☐ **ABC Community Day Care**

City: Logan
County: Phillips

Category: Day Care, Early Childhood

Seeking a marketing person who can help us grow our business. Social media experience is a must.

☐ **B & B Redimix, LLC**

City: Phillipsburg
County: Phillips

Category: Mechanics

We are looking for a student interested in mechanic work in the future. Student will perform work in the shop under the supervision of a full-time mechanic.

☐ **Black Dog Veterinary Services**

City: Stuttgart
County: Phillips

Category: Veterinary

Position Filled.

☐ **Cotten Collision**

City: Glade
County: Phillips

Category: Automotive, Auto Body

Interns interested in the auto body industry will get a sense of what it is like before committing their college years to the training. Individuals will observe and then perform all areas of the auto body repair process, from the initial tear down to detailing a completed project, before returning the vehicle to the customer. New projects are started weekly at the shop, so the intern will experience working with all different years, makes, and models of cars.

☐ **Farmers & Ranchers Outlet, LLC**

City: Phillipsburg
County: Phillips

Category: Agriculture, Administrative

Our intern will learn the day-to-day processes of running a business. This includes receiving inventory, adding new items to point-of-sale software, helping customers, running the cash register, ordering inventory, and much more. Our intern will learn how to run our online website and will be responsible for website maintenance. We also work with farmers and ranchers on animal nutritional needs.

☐ **H & R Block**

City: Phillipsburg
County: Phillips

Category: Accounting, Administrative, Business

Student will assist in the office by answering the phone, taking messages, filing, and performing entry-level bookkeeping. Other office duties as assigned.

☐ **J&R HVAC/R LLC**

City: Phillipsburg

City: Phillipsburg
County: Phillips

Category: HVAC, Labor, Technical

Position will include assistance in the shop and training as a tech-trainee.

☐ **Midwest Family Health**

City: Phillipsburg
County: Phillips

Category: Marketing, Graphic Design

We are interested in growing an e-commerce site for our gift department, Midwest Gifts. The internship will require attention to detail, photography and marketing skills. The intern will assist managers with marketing plans and strategies, and design various marketing materials and templates, including brochures, trifolds, bifolds, bag and statement stuffers, and various signage.

☐ **My Phillips County Online**

City: Phillipsburg
County: Phillips

Category: Social Media, Marketing

Our intern will help with new website and ad design, using InDesign software. He or she will also assist with loading news and events on website and a weekly web show. Other duties will include photography and covering local events in Phillips County. Knowledge of InDesign preferred.

☐ **Phillips County Health Systems**

City: Phillipsburg
County: Phillips

Category: Healthcare

The selected student(s) would be afforded a unique opportunity to gain hands-on experience in a variety of healthcare situations. They will develop meaningful relationships with our staff that may prove instrumental in securing competitive slots in institutions of higher learning. This will be a great experience for exploring one's career path.

☐ **Phillips County Historical Society - Fort Bissell Museum**

City: Phillipsburg
County: Phillips

Category: Travel & Tourism, Nonprofit, Event Planning, Youth, Social Media

Our student will be involved in some or all of the following Fort Bissell Museum projects and activities:
(1) Guided Tours
(2) Kiddies Fun Fridays
(3) Processing new items by marking and preparing forms for cataloging
(4) Researching on random items
(5) Getting acquainted with social media posts and events, and newspaper articles.

☐ **Phillips County Retirement**

City: Phillipsburg
County: Phillips

Category: Healthcare, Nursing Home

Our intern will gain a general understanding of the many facets of adult care communities. They will help implement an expanded activity program for our elders.

☐ **Phillipsburg Child Care Center**

City: Phillipsburg

County: Phillips

Category: Childcare, Early Childhood

At Phillipsburg Child Care Center, our intern will learn all about Kansas Department of Health and Environment (KDHE) regulated child care. They will also learn how to run a child care center as a business and how to implement different early learning activities, while caring for our enrollees.

☐ **Phillipsburg City Library**

City: Phillipsburg
County: Phillips

Category: Information Science, Library, Youth, Marketing, Social Media

Our intern will assist with marketing through both social media and digital signage. He or she will assist in redesigning both the layout of the library and updating the décor/furniture. He or she will also assist in the planning and execution of our summer library program for kids ages 3-18 and provide general oversight of regular library operations.

☐ **Prairie Horizon Agri Energy, LLC**

City: Phillipsburg
County: Phillips

Category: Administrative, Office

Position Filled.

☐ **Scott-McCoppin Book Store LLC/Hometown Grounds**

City: Phillipsburg
County: Phillips

Category: Food Production, Retail

We are seeking up to 2 interns who will have the opportunity to learn the full scope of running a business with multi revenue streams: food production, gift retail, Hallmark Gold Crown, and office supplies. They will have the opportunity to learn from staff and to work independently to foster self-growth and confidence.

☐ **Sign Solutions**

City: Phillipsburg
County: Phillips

Category: Graphic Design

We are seeking a graphic design student with knowledge of Illustrator. He or she will assist with vinyl, banners, signs, and other mediums. He or she will also be responsible for posting listings on Etsy, and will be given other duties, as assigned.

☐ **Teens for Christ Connections**

City: Phillipsburg
County: Phillips

Category: Youth Services, Christian, Religion, Camp, Recreation, Missionary, Leadership

Our summer interns will assist in mission trip preparation and leadership; camp preparation and leadership; and local service
projects and other summer events. We would consider hiring a student during the spring semester as a work study student who will assist with camp planning in preparation for the summer camp.

☐ **The Shepherd's Mill**

City: Phillipsburg
County: Phillips

Category: Social Media/Marketing, Business, Retail, Fiber Processing

Our intern will learn about the business, identify a marketing strategy and develop a marketing plan for not only today, but for the future of the business. He or she will work in retail, social media/marketing and website updating, as well as learning the basics of fiber processing. Excellent customer relations skills and attention to detail; able to prioritize tasks; willingness to work with the team to provide input and ask questions.

☐ **Directions: Organizational - Strategic - Financial**

City: Atwood
County: Rawlins

Category: Administrative, Social Media, Marketing

The intern will handle administrative assistant duties, providing support to the staff in areas of organizing content, creating marketing materials (photos, videos, etc., for website and social media posts), learning QuickBooks and all business operations, and assisting staff with workshops, training and team coaching events.

☐ **Rawlins County Health Center**

City: Atwood
County: Rawlins

Category: Healthcare

Intern(s) with Rawlins County Health Center will have an opportunity to explore healthcare by honing in on their specific areas of interest, while gaining a broader perspective of a rural, health center environment.

☐ **SureFire Ag Systems - Electrical Engineering Intern**

City: Atwood
County: Rawlins

Category: Agriculture, Manufacturing, Engineering, Electrical Engineering, Computer Engineering

We are seeing an Electrical Engineering Intern at SureFire Ag Systems, a manufacturer of liquid application and control systems for agriculture. The candidate should currently be enrolled in Electrical or Computer Engineering classes and have some software experience, and be willing to figure things out on their own. He or she will potentially be working on circuit board design, software, and troubleshooting.

☐ **SureFire Ag Systems - Marketing Intern**

City: Atwood
County: Rawlins

Category: Agriculture, Marketing, Event Planning

We are seeking a Marketing Intern at SureFire Ag Systems, a manufacturer of liquid application and control systems for agriculture. Main projects will include working with a video production company to develop sales & marketing materials for launch of new products; updating product catalog and brochures using Adobe Creative Suite or by working with contract layout designer; developing a customer profile series by interviewing and creating a series of customer profiles which tell the story of SureFire Customers; and designing exhibit aspects in preparation for upcoming farm/trade shows in August and September. Experience with Adobe Creative Suite a plus.

☐ **SureFire Ag Systems - Mechanical Engineering Intern**

City: Atwood
County: Rawlins

Category: Agriculture, Manufacturing, Engineering, Mechanical Engineering, Agricultural Engineering

We are seeking a Mechanical Engineering Intern at SureFire Ag Systems, a manufacturer of liquid application & control systems for agriculture. Looking for someone interested in Ag engineering, taking Mechanical or Agricultural Engineering classes. Must have SolidWorks experience or classwork, and must enjoy hands-on work. Will include hands-on assembly and engineering testing.

☐ **C & C High Tunnel Farms**

City: Scandia
County: Republic

Category: Agriculture

We are looking for an intern with one of these two interests: 1) Interested in specialty crop farming or adding value to the family farm. This person would be involved in all aspects of planning, planting, tending, & harvesting produce. Tasks would include planting, hoeing, tying, pruning, spraying, harvesting, recording harvest, selling and delivering produce. 2) Interested in managing and marketing a small business. This person would help with social media, advertising, newsletters, organizing and packaging our CSA, keeping records updated, and would learn to use the QuickBooks program.

☐ **C&W Farm Supply - Ag Mechanic/Technician Intern**

City: Courtland
County: Republic

Category: Agriculture, Mechanic, Ag Technology, Technical

We are seeking a student to fill the position of Ag Mechanic/Technician. This intern will diagnose and repair agriculture equipment and perform maintenance work and set up on agriculture equipment.

☐ **C&W Farm Supply - Ag Parts Intern**

City: Courtland
County: Republic

Category: Agriculture, Mechanic, Ag Technology, Technical

We are seeking a student interested in an agriculture-based career beyond high school or college. Our intern will work in a parts counter position, where he or she will assist in diagnosing and troubleshooting parts needs for customers. This will include determining which parts are causing problems on Ag machines and finding available parts by locating part numbers within diagrams. The intern will also assist in invoicing counter tickets and receipting parts into the inventory management database system.

☐ **Cuba Cash Store, LLC**

City: Cuba
County: Republic

Category: Customer Service, Retail

An intern with Cuba Cash Store will assist with stocking and cleaning shelves, customer service, and working the cash register.

☐ **Hungry Hollow Ministries**

City: Jamestown
County: Republic

Category: Community, Church Missions, Administrative

Our intern will coordinate with area agencies and churches on community missions projects; organize, lead, and educate volunteers; keep detailed records for donations, funding, and money spent for supplies and project coordination; speak to local groups as requested; report to Board of Directors monthly; and follow and promote the ministry mission statement.

☐ **Melby's Home Center**

City: Scandia
County: Republic

Category: Lumber, Business, Cabinetry, Customer Service

We are seeking a student interested in working on and learning to cut lumber, stock shelves,

provide customer service, clean the store, and load vehicles with lumber and products. He or she will assist in designing kitchens and bathrooms with cabinets, flooring, and paint. Duties will include mixing paint for customers, cleaning and mopping, providing customer service, filing bookwork, and restocking shelves. Individual must be able to lift 30 to 80 pounds.

☐ **Modern Wellness LLC**

City: Belleville
County: Republic

Category: Social Media, Marketing

Our intern will help with marketing to include social media, community engagement, and traditional marketing.

☐ **Nutri-Shield NSG LLC**

City: Courtland
County: Republic

Category: Food, Manufacturing, Agriculture

An intern at Nutri-Shield will learn all aspects of a food manufacturing business, from food safety, to financials, to production and maintenance. Must be able to lift 50 pounds and work on your feet for extended periods.

☐ **Rizek Plumbing & Heating, Inc.**

City: Belleville
County: Republic

Category: Plumbing, Electrical, Heating, HVAC, Labor

Our intern will assist our serviceman with plumbing, electrical, and HVAC service and repair, as well as a few odd jobs at our business.

☐ **Shrader Family Farm**

City: Jamestown
County: Republic

Category: Agriculture, Produce

The intern will assist in raising produce from start to finish; market at local farmers' markets; coordinate with other producers for product sales; organize and make decisions for potential additional work space; do cost analysis of produce production; perform soil and water testing and conservation, pest control, and other management, maintenance, and repair tasks.

☐ **Swedish-American State Bank**

City: Courtland
County: Republic

Category: Banking

Position Filled.

☐ **Thompson & Thompson, PA**

City: Scandia
County: Republic

Category: Legal, Administrative

Position Filled.

☐ **Plainville Recreation Commission (PRC)**

City: Plainville
County: Rooks

Category: Sports, Recreation

At PRC, we will have our intern help run the fitness center during the summer. This will include finances, cleaning/maintaining equipment, and membership inquiries. Also, the intern will work the baseball season, carrying out multiple tasks.

☐ **Rooks County Trailer Sales (Pyramid Trailers)**

City: Stockton
County: Rooks

Category: Social Media, Marketing

We are seeking an intern to help develop a new and improved business website and promotional materials. This may include the making and editing of promotional videos for YouTube and Facebook.

☐ **Stitch and Chatter**

City: Stockton
County: Rooks

Category: Crafts, Retail, Administrative

Student will assist with online business, newsletter, and website updates. He or she will also become familiar with and assist with the day-to-day business of running a local shop.

☐ **Stockton Recreation Commission**

City: Stockton
County: Rooks

Category: Sports, Recreation

An intern with Stockton Rec can expect to learn a variety of skills, such as bookkeeping, finances, payroll, purchasing, and customer relations. He or she will also assist with facility and equipment maintenance, grant writing, and inventory. The summer is our "busy season," and the director delegates many responsibilities to the intern.

☐ **Cache Creek Veterinary Service**

City: LaCrosse
County: Rush

Category: Veterinary

We are seeking a student to assist with the day-to-day veterinary duties, which may include, but not be limited to, processing cattle, restraining small animals, prepping and cleaning instruments, managing inventory, and learning about the various duties a veterinarian may perform.

☐ **EJ Livestock**

City: LaCrosse
County: Rush

Category: Agriculture, Livestock

Our family runs a diversified farm/livestock operation. We raise and show cattle, hogs, goats, and a horse. We largely focus on our commercial cows as recipients for Embryo Transfer. Our intern will gain experience in all aspects of production from farm to fork, as we synchronize the cows; raise, finish, and market the offspring; and then follow them through harvest at the local locker. Our intern will also gain first-hand experience in machinery maintenance, basic welding, haying, spraying, vaccinating, nutrition, fencing, and more.

☐ **City of Russell**

City: Russell
County: Russell

Category: City/Community Economic Development, Administrative

The intern will help with daily operations in the City Clerk's office, including answering phones, taking payments, and handling billing and accounts payable items. He or she will be engaged in additional projects as they arise. The intern will also have an opportunity to update the marketing plan for the Downtown Revitalization project and work closely with the committee for fundraising and grant writing.

☐ **Salina Planing Mill, Inc.**

City: Salina
County: Saline

Category: Woodworking, Manufacturing

An intern with Salina Planing Mill, Inc. will receive real-world experience in a wood manufacturing environment: joinery practices, wood species identification, cabinet assembly, laminating and gluing wood components. Our company will also help the student build his or her soft skills, including reliability, teamwork, problem-solving, and hustle.

☐ **Sharp Performance**

City: Salina
County: Saline

Category: Sports, Recreation, Graphic Design, Marketing

We are seeking an intern to assist with marketing and sales for our company. This may include web design work and advertising, as well.

☐ **Southwind Physical Therapy Inc.**

City: Salina
County: Saline

Category: Healthcare, Physical Therapy, Business

Our summer intern will assist with our front office duties, such as checking in/out patients, escorting patients to/from treatment areas, and communicating with patients by phone or email. He or she will also assist Southwind staff with a summer, youth conditioning program, as well as participate in some accounting and marketing projects.

☐ **Hoxie Recreation**

City: Hoxie
County: Sheridan

Category: Administrative, Social Media, Sports, Recreation

An intern with Hoxie Rec will assist with social media and clerical work; planning & organizing events like Fun Day & pool party; organizing, prepping, & serving summer meals; cleaning community center & ball diamonds; helping in concessions & doing scorekeeping at ball games. They will also assist with events like golf, art, & basketball; picture taking, compiling pictures from Historical Society & working on hanging them in community center; field prep on game days; mowing and trimming; brainstorming new events; and more.

☐ **Main Street Arts Council**

City: Hoxie
County: Sheridan

Category: Theater, Music, Arts

We are seeking a Student Assistant Director/Intern. He or she will assist the show director with all aspects of producing a full-scale children's musical theater production, including assisting with rehearsals, preparing costumes, building sets, soliciting sponsorships/memberships, running lights/sound/backstage during performances, taking tickets, etc. While the internship is geared towards current music education and theater majors, any student with an affinity for the performing arts and music will enjoy this opportunity to bring culture and fun to the youth and residents of Northwest Kansas!

residents of Northwest Kansas!

☐ **Sheridan Co Community Foundation**

City: Hoxie
County: Sheridan

Category: Community/Economic Development, Nonprofit, Fundraising, Event Planning, Social Media, Administrative

Our intern will assist in building a donor database. He or she will also assist with general office organization, website and social media management, and posting event flyers around town. The student may also help to develop promotional materials for the foundation, such as brochures, fliers, and presentations, as well as visitor pamphlets for the City of Hoxie and Sheridan County.

☐ **The Elephant**

City: Hoxie
County: Sheridan

Category: Food Services, Restaurant

An intern at The Elephant in Hoxie will learn classic cooking techniques and how to work in a professional, kitchen setting. This will include prep work, operating the line for lunch or dinner service, and possibly some administrative work.

☐ **Carnegie Arts Center**

City: Goodland
County: Sherman

Category: Arts, Travel & Tourism, Nonprofit

Our intern will assist the Director of Carnegie Arts Center with many summer programs, including organizing artist receptions, children's programs, painting classes, children's theater, and more. He or she will also assist with plans for the annual Art Walk and fundraiser.

☐ **City of Goodland**

City: Goodland
County: Sherman

Category: City/Community Economic Development, Social Media, Marketing

We are seeking an intern to assist with social media projects. The focus of the internship will be engaging the social media audience with upcoming events, games, fun facts, contests, success stories, and more.

☐ **Topside Manor**

City: Goodland
County: Sherman

Category: Skilled Nursing, Nursing, Activities, Games

Topside Manor is a skilled nursing facility in Goodland, Ks. Our intern will move to several departments to help as needed. He or she will assist the front office and office management. He or she will also spend time in the activities department, assisting with crafts, games, and movies. This is perfect for someone interested in exploring the variety of opportunities a career in skilled nursing affords.

☐ **Nancy L. Shaffer (dba H&R Block)**

City: Smith Center
County: Smith

Category: Bookkeeping, Accounting

Our intern will be trained to assist in preparing payroll and quarterly payroll reports and in general bookkeeping. Other duties will include off-season office work, such as cleaning out files.

☐ **Smith Co Memorial Hospital**

City: Smith Center
County: Smith

Category: Healthcare

Position Filled.

☐ **Sunporch of Smith County**

City: Smith Center
County: Smith

Category: Healthcare, Geriatrics

Sunporch of Smith County would like an opportunity to engage students who have a passion to work in geriatric care. The successful candidate will rotate through the different jobs available in the nursing home field, to develop a well-rounded idea of the career possibilities in nursing, social services, dietary, and administration.

☐ **Advantage Architectural Woodwork**

City: Colby
County: Thomas

Category: Woodworking

If you are seeking an internship in custom woodworking, this is the one for you! All our projects are custom made, so each is unique. On each project there is raw wood material that is prepped for machining and then glued and assembled into windows and doors. These units are then sanded and scuffed according to the coatings applied. The final step is assembling the hardware, gaskets and glass required for each unit. The intern will assist in each step of production, broadening their technical skills and creativity.

☐ **Colby Community College - Student Accounts Intern**

City: Colby
County: Thomas

Category: Administrative

The Colby Community College Student Accounts office is seeking a summer intern to assist with entering data; answering account-related questions from students and parents; answering telephones; returning calls; receiving and sending emails from the office. During the summer months, this is not a sleepy office: we have 3 summer sessions. This is an excellent opportunity for a student to learn the inner workings of a college environment and how to navigate their own college experience with confidence!

☐ **Colby Community College - Grounds/Landscaping Intern**

City: Colby
County: Thomas

Category: Landscaping, Horticulture, Grounds Maintenance

Our intern will develop a draft of a master landscaping plan for Colby Community College, which includes existing trees and landscaping, as well as potential new trees, flowers, and shrubs. He or she will work with CCC administration, grounds personnel, and beautification volunteers to maintain existing beds using landscaping knowledge and offering suggestions for future landscaping projects.

☐ **Thomas County Attorney's Office**

City: Colby
County: Thomas

Category: Legal, Administrative

The intern will be fully immersed in the Thomas County Attorney's Office. He or she will help prepare files, request documents from outside agencies, answer the phones and assist/direct the caller, attend Court hearings, and perform other tasks as needed. No prior Court/Justice System knowledge necessary.

☐ **Thomas County Historical Society**

City: Colby
County: Thomas

Category: Nonprofit, History, Travel & Tourism, Museum

Prairie Museum of Art & History in Colby is seeking a summer intern. Our intern will assist in an ongoing project involving digitizing photographs and documents to improve public access, and adding digital features in our existing exhibits.

☐ **City of WaKeeney**

City: WaKeeney
County: Trego

Category: City Government, Administrative, Customer Service, Business, Public Administration

We are seeking a high school senior or college student to intern with the City of WaKeeney. Our intern will get see all the areas of a local, government office. These include utility billing, taking payments, generating bills, completing bank deposits, entering data for our general transportation bus, completing reports for our fire department, answering phones, assisting walk-in customers, and performing other general office tasks. This position will be great experience for someone considering or pursuing a degree in business or public administration. Applicants must be high school seniors or college students.

☐ **Fabrizius Plumbing**

City: WaKeeney
County: Trego

Position Filled

☐ **Mary Jo Hafliger Agency Inc.**

City: WaKeeney
County: Trego, Gove, Ness

Category: Marketing, Social Media, Customer Service, Administrative

Our intern will serve as a customer service/marketing representative to assist with the following types of projects: lead documentation, tracking and appointment setting, marketing through social media, designing office brochures and marketing materials. He or she will also help with preparing quotes and updating replacement cost tracking worksheets. Based in WaKeeney, our intern may expect to do work in the Trego, Gove, and Ness county area.

☐ **Shiloh Vineyard**

City: WaKeeney
County: Trego

Category: Agriculture, Vineyard, Winery, Travel & Tourism

Seeking an intern 21 years of age or older to assist with our growing vineyard and winery business in rural WaKeeney. Position will include working outside in the vineyard, as well as inside in the distilling and bottling area. He or she will also work customer events throughout the summer.

☐ **WaKeeney KOA**

City: WaKeeney
County: Trego

Category: Travel & Tourism, Grounds Keeping, Administrative

Position Filled.

☐ **Fort Wallace Museum (Fort Wallace Memorial Association)**

City: Wallace
County: Wallace

Category: Travel & Tourism, Museum, Administrative

An intern with Fort Wallace Museum will assist in exhibit labeling and interpretation project. We are creating the wording and verbiage and will have our intern type and create labels for the museum and assist with installation of the labels. He or she will also be trained in the museum's Past Perfect Museum inventory software and will assist with updating inventory records of exhibit items. He or she will be encouraged to research areas of his or her own interest to add to interpretation.

☐ **Premier Ag**

City: Weskan
County: Wallace

Category: Agriculture, Agriculture Technology

Our intern will work alongside a seedsman in a progressive seed business in Northwest Kansas. The duties may include using drones and other high-end technology in the agricultural world to collect data. The intern will also complete field checkups, identify insect- and disease-related issues, and research/identify best solutions for growers using available soil and water. He or she will also learn and implement ag marketing strategies.

☐ **Wallace County Foundation**

City: Sharon Springs
County: Wallace

Category: Community/Economic Development, Nonprofit, Fundraising, Event Planning, Social Media, Administrative

Wallace County Foundation's success depends on a successful fundraising campaign! Our intern will help prepare for the fall mailing to kick off our fundraising campaign, as well as assist with event planning and creating brochures for future endowments.

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