

COLA Internship Placement Options Spring 2022

Students interested in interning during the Spring 2022 semester should fill out this form:
<https://forms.gle/BjHjWw9SVAmJag4f7>

As part of the [COLA Internship Program](#), students will enroll in COLA 402: COLA Internship & Professional Development course in order to receive course credit for their internship. Please email Michael Terry (michael.terry@unlv.edu), from the Wilson Advising Center, to discuss how this fits into your degree worksheet. For many COLA majors, this course will work towards an upper division credit.

Please see the deadline below and direct any questions to Jenna Heath at jenna.heath@unlv.edu.

- Our workshops have been completed, however, we will set up 1:1s or small group workshops for anyone who is still interested in the program. We will reach out to you directly.

Yellow highlight indicates the internship is still available.

Red highlight indicates the internship is no longer available, and prospective interns have already been contacted to begin the interview process.

(Please contact jenna.heath@unlv.edu if you have color-blind sensitivity/cannot distinguish between the colors.)

Hard Deadline: Monday, January 3, 2022

(The earlier you apply, the more likely you will be matched with your top choice!)

*If you don't see an internship you're interested in but you still want to intern, or you have already secured an internship but still want to get course credit, please email Jenna Heath at jenna.heath@unlv.edu.

**All internship sites have been vetted by the Director of Student & Community Engagement.

Internship Options

Internship Site: [SafeNest](#)

Internship Title: Crisis Advocate Intern

Hour Requirement: 5-10 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
<p>Students will be interning with SafeNest's PS-417 Department. PS-417 was developed by Capt. Timothy Hatchett of the Las Vegas Metro Police Department in 2017. PS stands for Project Safe. 417 is the police code for domestic violence. PS-417 Crisis Advocates are dispatched to the scene of a domestic violence call by Metro Police when an arrest has been made or there is probable cause to make an arrest. PS-417 Crisis Advocates arrive on the scene, provide a listening ear, and resources and information to those experiencing domestic violence in a non-judgmental, trauma-informed manner. After a two day training (currently via Zoom), students will ride along with PS-417 staff before going out on their own. Metro is always on scene so PS-417 Crisis Advocates are never by themselves.</p>	<p>Students with a passion to assist those experiencing domestic violence. Students must have reliable transportation to go out on calls after they complete training. Students must also have a smartphone to download SafeNest's dispatching app. Students must pass a background check. Students will be responsible for paying for the cost of the background check (\$47). Scholarships are available for the cost of the background check.</p>

Internship Site: [Junior Achievement of Southern Nevada](#)

Internship Title: Communication Intern

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>Students will be doing a monthly newsletter, press releases, and website updates. They will also need to come up with new marketing tools and make updates on sign ups or registrations for current activities. They will need to schedule for upcoming weeks and come up with ideas of themes. They also must</p>	<p>*Strong Microsoft office computer skills; including strong knowledge of Word and Excel, social media savvy (IG, FB and Twitter)</p> <p>*Excellent oral and written communications skills * Strong attention to detail and strong</p>

<p>set goals on their marketing material status when things are done or still in process. Will plan to ask for materials created and launch date. Students will be needed for any upcoming interviews or PR pushes. Will need to do updates on needs such as business cards, letterhead, brochures or other materials needed to be produced.</p>	<p>interpersonal skills</p> <p>*Able to follow-through and meet deadlines effectively and efficiently</p>
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Internship Site: [Parke Law Firm](#)

Internship Title: Legal Intern

Hour Requirement: 15-20 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
<p>Students will work on cases such as making demands, gathering information, and assisting others in the office.</p> <p>Students will do daily filings, scanning, following up cases</p>	<p>Basic knowledge of MS Office tools, social media tools, and a desire to learn more about empowering the community in the non-profit sector.</p> <p>Must have great computer skills</p>

Internship Site: [The Mojave Center](#)

Internship Title: Program Development Intern

Hour Requirement: 15-20 hours per week

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>Depending on the interest of an intern, there are various opportunities available to learn and help progress a local non-profit to Southern Nevada. Interns could work on-site, off-site, or a combination of the both to help us with video editing/marketing, outreach to public offices, assisting in planning/teaching a workshop, documenting the experience of workshop attendees, and participating in general workshop activities (rain-water harvesting, construction of Superadobe/Strawbale houses, design of desert ecosystems, facilitation of group experiences, etc.)</p>	<ul style="list-style-type: none"> - General computer skills with a preference in videography/photography - Comfort in an outdoor environment - Willingness to camp in the desert - Interest in Natural Building - Interest in Sustainability - Interest in design of future human communities

Internship Site: [Climate Action Nevada](#)

Internship Title: Environmental Organizer Intern

Hour Requirement: 5-10 hours per week

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Interns will work with Field Organizers and the Regional Director to learn the basics of how to be an organizer. They will learn key tactics such as petition collection, phone banking, coalition building, and will work towards a capstone project. This work will center on environmental organizing, environmental justice, and climate activism. Students interested in both environmentalism and political science will do well.	Interns must have a desire to do good in their community, have strong communication and organizational skills and a willingness to learn from and work with a diverse group of people and communities.

Internship Site: [StarBase/Freshwata](#)

Internship Title: Marketing Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: In Person

Duties	Skills
Simple marketing, event set up, designing, handling the door	Open minded, positive, hard worker, self starter, go-getter, can handle pressure, creative, great team-worker, future leader.

Internship Site: [Branded One CrossFit](#)

Internship Title: Development Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Help plan and execute online fundraisers. Assist in grant research, shadow trainers, interact with gym members, and help in other unique ways that the intern shows interest.	Current college student who supports and is eager to help disabled servicemen and women Writing and communications skills Reliable transportation

Internship Site: [Las Vegas Gal & Cerrone Group Real Estate](#)

Internship Title: Media Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Media Team Internship to include video editing, SEO topic research, social media content creation, marketing research, and administrative duties.	Highly Organized, Good Communication Skills, Strong Writing Skills, Interest in Design and Marketing, Experience using social media platforms (Instagram, TikTok, Facebook, Twitter, YouTube), any exposure to and experience with FinalCut ProX and Adobe Premiere.

Internship Site: [HELP of Southern Nevada](#)

Internship Title: Community Relations Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Students will assist the Community Relations & Development department by assisting with marketing collateral & social media efforts, fundraising event logistics, grant research & writing, development data entry, donor & volunteer recognition efforts, and other appropriate tasks. Students may also have the opportunity to shadow a staff member in another HELP program, to broaden their experience with our organization.	Excellent writing, communication and organization skills, interest in the nonprofit sector, willingness to think and step outside of the box of their everyday responsibilities, ability to be a team player

Internship Site: [Boys & Girls Clubs of Southern Nevada](#)

Internship Title: Youth Development Intern

Hour Requirement: 15-20

In Person, Remote, or Hybrid: In Person

Duties	Skills
Interns will be responsible for: 1. Creating an environment that facilitates the achievement of Youth Development Outcomes. 2. Assist in the process of planning, implementing, and evaluating a wide range of youth programs and activities consistent with the	<ol style="list-style-type: none">1. Good people skills2. Classroom management3. Positive attitude and energetic4. Strong work ethic5. Customer service and communication skills6. Passion for the community and youth

organization's youth development mission. 3. Provides supervision and guidance of members. 4. Establish a program setting that ensures the health and safety of members, including keeping the program areas clean and organized. Enforce and abide by Clubhouse rules, organization policies, procedures and practices.	7. Data Management
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Internship Site: [College of Liberal Arts, Religious Studies Program](#)

Internship Title: Communications Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Assistant to Coordinator in Recruitment, Social Media, Conference Management	Intern needs to have good social skills and to be proficient at using technologies such as social media outlets and online platforms like Zoom, WebEx, or Google Meets. Preferred is a student already active in student RSOs and involved in campus life.

Internship Site: [The Just One Project](#)

Internship Title: Community Engagement Intern

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
Students will be assisting with client intake, community connect classes as well as light case management.	Must be familiar using Google/Microsoft. Have excellent customer service skills. Bilingual is also a plus.

Internship Site: [The Good Deed Project](#)

Internship Title: Communications Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: In Person

Duties	Skills
Students will focus on communications with our clients, volunteers and supporters via phone, email and social media.	Must be well versed in email and social media platforms with high skill level in grammar/spelling, time management, and overall communication/soft skills.

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Internship Site: [Las Vegas Natural History Museum](#)

Internship Title: Museum Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The Museum is a state and federal collections repository for paleontological and archaeological materials collected on both public lands and from the private sector. The Museum's repository is home to hundreds of thousands of artifacts and fossils from southern Nevada. These important materials are preserved, stored, researched and often exhibited at the Museum. Visitors to the Museum are invited to view the Research and Collections Department's work in the Richard Ditton Learning Lab at the Museum.</p> <p>We are looking for two (2) Anthropology/Archaeology focused students to help catalog records and field notes. This is often meticulous work that requires self-motivation, responsibility, and reliability. The ideal candidates will be able to read, interpret, and properly categorize field notes.</p> <p>The Richard Ditton Learning Lab is also in need of students who have an interest in the field of Paleontology and can assist in the lab at the Museum. Ideal interns will be trusted to handle delicate specimens and assist in general research and documentation of specimens from field sites throughout Nevada.</p> <p>The Education Department is in the midst of restructuring, but they will need one (1) intern to attend educational outreach events hosted in the Las Vegas area. The Museum team plans to extend its educational outreach</p>	<p>Detailed orientated, self directed, can work solo as well as with team members, responsible, reliable, basic computer skills, modern computer and technology skills, social media awareness, public speaking skills.</p>

<p>options to schools by going to them, since COVID-19 has limited how students and faculty can come to the Museum.</p> <p>The executive team at the Museum is also interested in working with one (1) digital media intern. This individual will need good organization and communication skills to work across departments to create digital and print pieces that promote the Museum's educational offerings, upcoming activities, and more. Ideal candidates need to be proficient in Photoshop; a working knowledge of Canva or other editing software is welcome, but not required.</p>	
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Filled Internship Sites:

Internship Site: [Van Law Firm](#)

Internship Title: Legal Intern

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
Students' duties will involve learning the filing system, case management, mailing system, and shadowing/observing other employees at all different levels.	Must be hardworking with a positive attitude and willing to learn new things.

Internship Site: [Factory Farming Awareness Coalition](#)

Internship Title: Advocacy and Lobbying Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Remote

Duties	Skills
<p>All interns in the program will participate in:</p> <ul style="list-style-type: none"> -- A robust curriculum, covering the impacts of industrial animal agriculture on social justice, environmental justice, policy, and non-human animals. -- Advocacy training including public 	<p>Passionate about working to create a more just and sustainable food system.</p> <p>Looking for a deeper understanding of social issues and their place as an advocate in the movement.</p> <p>Committed to joining a supportive community</p>

<p>speaking, lobbying, and various kinds of political and social advocacy. We prioritize self-care and mental well-being in our work in order to foster a long-term commitment to advocacy.</p> <p>-- Hands-on work experience (outlined below in Options for Project Work).</p>	<p>of passionate advocates and like-minded changemakers.</p> <p>Excellent written and verbal communication skills.</p> <p>Ability to manage time successfully and work individually on projects.</p> <p>Ability to use Slack, Google Calendar, Google Meet, and Zoom to communicate.</p> <p>Open-minded and respectful attitude.</p>
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Internship Site: [Freedom Law Firm, LLC](#)

Internship Title: Legal Intern

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
Interact with members of the Firm, learn about our processes, learn about the Law and do some interaction with Clients	Responsibility, efficiency, ability to work with a Team and attention to detail.

Internship Site: [HOPE for Prisoners](#)

Internship Title: Client Advocate Intern

Hour Requirement: 5-10 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
<p>Interns will work with case managers and other program staff to provide client specific services to address their transitional barriers by observing staff as they:</p> <ul style="list-style-type: none"> • Coordinate and provide safe, timely, effective and client-centered care • Assist clients in making informed decisions by acting as their advocate • Assist in regarding their developed case plan and program options. • Assist with recording client information in the management information • Identify and document an individual's need for resources and services • Manage a caseload that may vary from 50-75 unique and individual clients • Operate a variety of office equipment, 	<ol style="list-style-type: none"> 1. Time management 2. Interpersonal 3. Communication 4. Active listening 5. Empathy 6. Problem Solving 7. Critical thinking 8. Open-minded 9. Administrative 10. Microsoft Office 11. Data Management

to include computers and associated software	
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Internship Site: [English Department, UNLV](#)

Internship Title: Poem Publication Intern

Hour Requirement: 15-20

In Person, Remote, or Hybrid: Remote

Duties	Skills
Intern will collect, edit, and format poems from poets around the world for publication in an anthology titled Deus Ex Cartoona: Poets on Animation and Comics to be published by Zeitgeist Press in 2022.	Line editing, copywriting, proofreading, document design, marketing and publicity

Internship Site: [United States House of Representative](#)

Internship Title: Clerical Intern

Hour Requirement: 15-20

In Person, Remote, or Hybrid: In Person

Duties	Skills
Students will perform clerical tasks such as answering phones, sorting mail, and filing information. They will learn to be a liaison with constituents and help them navigate government agencies and direct them to the adequate resources at all levels of government. Interns can expect to perform legislative research, attend community events and meetings, and aid in coordinating office driven events. They will assist with the research and writing of constituent correspondence, familiarize themselves with a plethora of federal issues affecting the district directly, and assist staff in projects in house. Interns can expect to research issues, grants or agency policies, assist with data entry and possibly gain some casework experience.	Interest in the field of political science and federal legislation, willingness to participate and join community events, the ability to maintain confidentiality of sensitive materials and topics, strong communication and customer service skills.

Internship Site: [National Alliance on Mental Illness \(NAMI\) Southern Nevada](#)

Internship Title: Development Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<ul style="list-style-type: none"> ● Coordinate a NAMI Program (i.e., education classes, presentations, support groups, or outreach programs) ● Recruit, organize, and communicate with volunteers and program participants (i.e., scheduling, trainings, materials, registration forms, evaluations, etc.) ● Create advertisements and market via social media and email platforms ● Develop, track, and report data for programs and events and create recommendations for improvement of programming ● Learn and use several technologies for task management, coordinating, hosting virtual meetings (i.e., Google Suite, Zoom, Doodle, Canva, ClickUp, etc.) ● Participate in at least two trainings or classes (i.e., suicide prevention, mental health education and intervention, peer and family support, advocacy, etc.) ● Regularly engage in a program leader role (i.e., giving presentations, facilitating support groups, facilitating focus groups, leading workshops, etc.) ● Develop and enhance program policies and procedures ● Reach out to community organizations, engage in community events and programs, and build relationships and networks ● Meet weekly to biweekly with Program Coordinator and other interns and volunteers related to specific programs ● Work with other personnel to achieve program, outreach, and organization goals 	<ul style="list-style-type: none"> ● Ability to maintain confidentiality and be committed to following policies and procedures ● Ability to communicate well verbally and interpersonally ● Ability to communicate well in writing including being able to write emails, papers, reports and other documents with professionalism and quality ● Ability to work well in teams and willingness to work with different cultures and personalities ● Ability to research information and problem solve ● Ability to take direction and be self-directed when assuming tasks ● Ability to be flexible and willingness to take on new and challenging assignments

Internship Site: [Population Health- Mindoula](#)

Internship Title: Program Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Remote

Duties	Skills

Gain an understanding of the program and assist as needed; one example may include internet searches for new or changed addresses, demographics. Community outreach.	Communication skills, good listening skills, experience working with underserved populations.
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Internship Site: [Wamala Wellness LLC](#)

Internship Title: Client Care Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Remote

Duties	Skills
Interns will learn the inner workings of the therapy private practice and online business. They will learn, research, client care, social media, marketing, sales, content creation, admin and more	Organization, flexibility, task oriented, self motivated, communicative

Internship Site: [Love Yourself Foundation](#)

Internship Title: LYF Marketing & Content Writer

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The person interested in this role is ideally someone that is interested and/or passionate about the message we are putting forth as an organization. This position is best suited for students eager to learn basic digital marketing and content marketing. No experience necessary. All training is provided for you to be successful in this role. The skills and experience you gain in this role are highly sought out in roles you may be seeking upon graduation. A desirable quality is if the student has graphic design experience, but this is not required.</p> <p>Tasks Include:</p> <ul style="list-style-type: none"> - Assist with scheduling all social media posts through Later.com - Producing 1-2 captions a week for our social media channels 	<p>Previous social media marketing experience a plus but not necessary! Graphic design experience is a plus.</p>

<ul style="list-style-type: none"> - Assist in brainstorming online marketing theme ideas - Assist in a marketing strategic plan to expand our blog, podcast, and various social media channels 	
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Internship Site: [The Cupcake Girls](#)

Internship Title: Client Advocate Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>Students are responsible for going through general Volunteer Training and spending time on either our Resources or Partner Engagement Team for at least 30 days before entering Advocacy Training (this includes client meeting shadowing). Once training is completed, they take on a caseload of 4-8 clients (depending on hours needed), engage in weekly check-ins with supervisors, and bi-weekly virtual group Advocate Supervision. They are expected to update their client notes weekly, log hours weekly, and be on a monthly rotation to monitor our office phone for client calls. Students need to be able to communicate their needs with their supervisor, as this internship has remote aspects where the student will have to work on their own. Special projects are available and may be applicable based on individual student competencies.</p> <p>Job Description and Duties listed below:</p> <p>Client Advocate Team Members will report directly to their Junior Program Coordinator and are responsible for assisting with client care, including intake. Team members are required to volunteer at least five hours per week.</p> <p>Set appointments for client intake. Meet with clients as needed (at least weekly</p>	<p>Human services experience preferred Familiarity with crisis-management & de-escalation techniques preferred Strong administrative skills Strong empathy & active listening skills Strong organization & time management skills Willingness to set & maintain boundaries The Cupcake Girls core values: love without agenda, invite innovation, act with integrity, engage with humility, and pursue holistic balance.</p>

<p>for Advocacy Program clients, unless a preference is otherwise specified by the client).</p> <p>Respond to all client email and phone communications within 1 business day.</p> <p>Assist with keeping client files updated and organized.</p> <p>Attend all client events, as requested.</p> <p>Volunteer a minimum of 5 hours per week.</p> <p>Attend bi-weekly supervision/team meetings.</p> <p>Log office hours in Podio.</p> <p>Participate in an annual fundraising campaign.</p>	
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Internship Site: [Love Yourself Foundation](#)

Internship Title: LYF Editor & Blog Writer

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The student interested in this role is ideally someone that is interested and/or passionate about the message we are putting forth as an organization. This position is best suited for students eager to learn basic digital marketing and content marketing, with a strong desire in gaining additional copy editing skills. No experience necessary. All training is provided for you to be successful in this role. The skills and experience you gain in this role are highly sought out in roles you may be seeking upon graduation. A desirable quality is if the student has graphic design experience, but this is not required.</p> <p>Tasks Include:</p> <ul style="list-style-type: none"> -Assist in editing blog posts, newsletter and other content -Producing 2-3 captions a week for our social media channels - Assist in brainstorming online marketing theme ideas - Producing 1 blog post a month 	<p>Previous copy editing and writing experience a plus, but not necessary. Eagerness to learn is most important!</p>

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Internship Site: [Love Yourself Foundation](#)

Internship Title: LYF Newsletter & Blog Writer

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The student interested in this role is ideally someone that is interested and/or passionate about the message we are putting forth as an organization. This position is best suited for students eager to learn basic digital marketing and content marketing. No experience necessary. All training is provided for you to be successful in this role. The skills and experience you gain in this role are highly sought out in roles you may be seeking upon graduation. A desirable quality is if the student has graphic design experience, but this is not required.</p> <p>Tasks Include:</p> <ul style="list-style-type: none"> - Producing 1 monthly newsletter - Producing special email announcements - Creating 1-2 blog posts a month 	<p>Previous copyright and online marketing experience a plus, but not necessary. Be eager to learn that is the most important thing</p>

Internship Site: [Mindoula](#)

Internship Title: Case Management Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>Case management services, service plans and initial member contact.</p>	<p>Previous interaction with clients and computer skills.</p>

Internship Site: [Girls on the Run](#)

Internship Title: Program Coordinator

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: In Person

Duties	Skills
<p>The Intern will serve in three areas, as we're a small organization and everything is interrelated. First, the intern will coach a Girls on the Run team, to get the experience and understand what the other coaches are experiencing. Second, the intern will help with program operations - assembling program and swag bags, scheduling and executing site visits and shoe fittings, and helping plan and execute our 5K Community Celebration. Third, the intern will help with marketing efforts, both in social media and tabling at events.</p>	<p>Must have basic computer skills (MS Office, database comfort, social media comfort), have some work and/or office experience, must have enjoyment of kids (3rd-8th grade girls), and also have a positive attitude</p>

Internship Site: [Clark County Commissioner William McCurdy](#)

Internship Title: Community Outreach Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Remote

Duties	Skills
<p>The office of Clark County Commissioner William McCurdy II is seeking qualified interns for Spring 2021. Interns will assist in communications, administration, research, event organizing and community outreach. Internship candidates should be community-driven, work well in teams, demonstrate independence, detail oriented and have the flexibility to switch projects as need arises.</p> <p>Interns may also be asked to screen constituent emails and calls, brief the Commissioner of community issues or complaints and assist with research for the team. A dedication to conducting great customer service, like active listening and timely responses, is a requirement. Successful candidates may work with information of a private or sensitive matter, so an adherence to confidentiality is also a must.</p>	<p>Good time-management Team oriented Attention to detail Willingness to learn new skills</p>

Internship Site: [Legal Aid Center of Southern Nevada](#)

Internship Title: Legal Intern

Hour Requirement: 15-20 hours per week

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Students will be translators both verbal and written when assisting others.	Must be Bi-lingual (Spanish Preferred)

Internship Site: [American Red Cross](#)

Internship Title: Development Intern

Hour Requirement: 0-5

In Person, Remote, or Hybrid: Remote

Duties	Skills
<p>Development-Stewardship: The intern will learn the science and art of donor cultivation and stewardship. Building relationships is core to the success of an individual in the development arena. The intern will see and learn beginning to end of discovery, research, cultivation and stewardship to meet the donor's intent and match with the needs of the Red Cross.</p> <p>Development-Data: The intern will learn the complexities of being part of a team that is engaging in a massive reorganization as a blood collection Beta. They will learn about innovation, problem-solving, and working through intellectually challenging scenarios. The Beta model will provide intern exposure to heavy collaboration and flexibility.</p> <p>Community Volunteer Leader: The intern will work closely with the local chapter Executive Director. They will support efforts to secure blood drives and help the Executive Director engage the board. They will also help ensure that all service lines are supported and all volunteers are connected and trained.</p>	Must be computer literate and comfortable with basic Excel. Experience in databases is preferred. Attention to detail. Personable and good written communication.

Internship Site: [District Office of Congresswoman Susie Lee](#)

Internship Title: District Office Intern

Hour Requirement: 15-20 hours

In Person, Remote, or Hybrid: In Person

Duties	Skills
<p>Representative Susie Lee was sworn in to serve Nevada's third congressional district during the 116th Congress on January 3, 2019, and was re-elected for a second term for the 117th Congress. Rep. Lee serves Nevada's third congressional district in southern Nevada that includes parts of Las Vegas, Henderson, Boulder City, Laughlin, Jean, Goodsprings, and Primm. As a district office intern, you would assist with work that aids in the success of the above described role. The role would include, but is not limited to, writing program book letters, writing gold bond congratulatory letters, searching for community events, drafting weekly/monthly newsletters in a particular issue area, attending events, presenting certificates at events, making remarks at events, shadowing outreach representatives as they engage in casework, etc.</p>	<ul style="list-style-type: none">-Strong writing skills-Computer proficient-Collaborative team member-Customer service/interpersonal skills

Internship Site: [Love Yourself Foundation](#)

Internship Title: LYF Podcast Production & Marketing Assistant

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The student interested in this role is ideally someone that is interested and/or passionate about the message we are putting forth as an organization. This position is best suited for students eager to learn basic digital marketing, content marketing, podcasting, and video production. No experience necessary. All training is provided for you to be successful in this role. The skills and experience you gain in this role are highly sought out in roles you may be seeking upon graduation. A desirable</p>	<p>Audio & video production experience strongly preferred.</p>

<p>quality is if the student has graphic design experience, but this is not required. Video experience strongly preferred.</p> <p>Tasks Include:</p> <ul style="list-style-type: none"> - Assisting in the coordination and production of weekly podcast publication. - Creating templated graphics for each episode - This person also has the opportunity to host and/or speak in episodes if they would like :) - Writing blog social media posts for episodes - Video production assistance - Additional marketing assistance, such as creating other content for social media channels 	
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Internship Site: [Alkhan Law Office LLC](#)

Internship Title: Legal Intern

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>data entry; legal pleadings; scanning; answering calls; research; shadowing client interviews etc</p> <p>practical experience in a law firm setting; possible client interaction</p>	<p>Must have great computer skills; excellent communication ability; organizational skills and attention to detail</p>

Internship Site: [Dress for Success Southern Nevada](#)

Internship Title: Client Support Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>Support the client services coordinator and other personnel primarily with administrative tasks which will include work with programs in Microsoft Office. The position will involve interaction with clients and helping DFSSN fulfill our mission and vision of serving disadvantaged women by empowering them</p>	<p>Good computer, communication and social skills. Strong sense of professionalism and desire to help disadvantaged women progress successfully in their career development.</p>

economically through professional attire, developmental tools and support services	
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Internship Site: [Population Health- Mindsoulz](#)

Internship Title: Administrative Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Remote

Duties	Skills
Gain an understanding of the program and assist as needed; one example may include internet searches for new or changed addresses, demographics. Community outreach.	Communication skills, good listening skills, experience working with underserved populations.

Internship Site: [Silver State Service Dogs](#)

Internship Title: Program Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Nonprofit Operations including fundraising, program management, program development.	Junior standing or higher a 3.0 GPA

Internship Site: [Northwestern Mutual](#)

Internship Title: Recruitment and Human Resources Intern

Hour Requirement: 10-15

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
To Learn: - NM Culture - The foundations of a wealth management firm - To apply critical thinking skills in a professional setting, such as filtering which candidates to source, and whether or not to move them forward - The recruiting steps from beginning to end. - The logistics behind the recruiting process.	Organized, tech-savvy, communicative, and team-player.

Internship Site: [Infinity Hospice Care](#)

Internship Title: Administrative Intern

Hour Requirement: 10-15 hours per week

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
Students will assist with Nevada Care Connect/IHC with administrative tasks that may include event planning, calling patients, and sitting with patients. They will also assist with creating new programs, working with members of congress, and working to build a Diversity, Equity and Inclusion training program.	Must have basic administrative skills (answering phones, writing emails, filing, etc). Ability to get to the internship site.

Internship Site: [Love Yourself Foundation](#)

Internship Title: LYF Administrative & Events Coordinator

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The student interested in this role is ideally someone that is interested and/or passionate about the message we are putting forth as an organization. This position is best suited for students that are self-motivated and interested in coordinating. This student likes to organize and have an interest in the systems of strategically organizing tasks and assisting others in getting their work done too! No experience necessary. All training is provided for you to be successful in this role. The skills and experience you gain in this role are highly sought out in roles you may be seeking upon graduation.</p> <p>Tasks Include: - Assisting in creating documents like, but not limited to:</p> <p>To-do Lists Agendas Calendars Meeting Notes Emails</p>	Previous admin and event planning experience is a plus and great organizational skills

<p>Event Announcements via Social Media & Eventbrite Coordination of contract distribution Social media administration (such as responding to messages, etc.) Google Forms/Surveys Researching potential sponsorship and/or grants Compiling and updating our email roster Assisting in the organization of our website, with incoming forms etc.</p>	
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Internship Site: [Love Yourself Foundation](#)

Internship Title: LYF Video & Marketing Assistant

Hour Requirement: 5-10

In Person, Remote, or Hybrid: Hybrid

Duties	Skills
<p>The student interested in this role is ideally someone that is interested and/or passionate about the message we are putting forth as an organization. This position is best suited for students eager to learn basic digital marketing, content marketing, podcasting, and video production. No experience necessary. All training is provided for you to be successful in this role. The skills and experience you gain in this role are highly sought out in roles you may be seeking upon graduation. A desirable quality is if the student has graphic design and video production experience, but this is not required.</p> <ul style="list-style-type: none"> - Assisting in the coordination and production of weekly video posts (can include Reels, IGTV, etc) - Assisting in creating 1-2 social media posts that can include graphics, video and caption writing - Participating in a semester long video project 	<p>Access to Adobe Premiere, or Final Cut Pro (professional video editing software) Two cameras (Mirrorless or DSLR) Tri-pod Zoom voice recorder (or any other quality voice recorder) Rode Mic camera attachment also works Small portable light source</p> <p>Minimal Requirements Phone with 4K or 2K video recording capability Gimbal with phone attachment Access to I-movie, Adobe Rush, or canva pro (video) (video editing software that is available on most phones for free) Sony handy recorder with clip-on microphone</p>

Internship Site: [Lake Mead - Museum Department](#)

Internship Title: Museum Curator Intern

Hour Requirement: 15-20 hours per week

In Person, Remote, or Hybrid: In Person (Boulder City location)

Duties	Skills
<p>Students will work to help preserve, catalog, and make accessible museum and archives collections. The work will include cataloging museum objects, processing archival collections, answering reference questions from researchers, rehousing museum and archival materials, and other duties related to the museum program including but not limited to assisting with annual museum reporting and assisting with documenting cultural resource sites in the park.</p>	<p>Excellent organizational skills, able to work independently, competency in Microsoft excel, word, and adobe, able to work sitting or standing for long periods of time, able to lift 50 pounds. Prior experience working in a museum or archives preferred but not required. Students receiving their degree in anthropology, history, or library studies might have the most interest and be best suited to this internship. Interns will need to pass a background check and be willing to sign a confidentiality clause regarding any sensitive cultural resource information they may come across in the course of their work.</p>

Internship Site: [Lake Mead NRA - Cultural Resources Branch](#)

Internship Title: Assessment Intern

Hour Requirement: 5-10

In Person, Remote, or Hybrid: In Person

Duties	Skills
<p>Students will be working in the field alongside Park Archeologist and other archeology technicians in order to complete condition assessments and redocument previously recorded cultural resources.</p>	<p>General knowledge of types of cultural sites; understanding of pre-contact vs historic sites</p>