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County	Participating Business	City	Position Description
At Large, Traveling	Dane G. Hansen Foundation & Lovewell Institute for Creative Arts	At Large, Traveling	We are looking for a student, preferable having completed one year or more of college, to travel and work with professional artists with the Lovewell Institute for the Creative Arts for 6 workshops in 6 different NW Kansas communitites. The workshops are for high school age students who will create and perform an original musical. The intern should be familiar with musical theater, enjoy working with young people, be creative, kind, and hard working. The weeks are full, often more than 40 hours of work time, but the experience is very fulfilling!
Cheyenne	Cheyenne County Hospital	St Francis	Interns will shadow/work in various healthcare departments assisting with patient care, paperwork, and collaborating as a team.The interns will assist with community and facility activities and projects as directed. Our goal is to expose them to the various healthcare roles, assist them with career planning, and to have them assist with healthcare work and projects throughout the summer.
Cheyenne	Greater Northwest Kansas Community Foundation	Bird City	We would like to engage a college student (junior or senior preferred) majoring in marketing or communications to assist GNWKCF and our 13 affiliated community foundations by creating marketing materials, campaigns, social media graphics, and thinking outside the box on how to promote the foundations and their individual initiatives and mission/vision. They will also need to learn MemoryFox online software and assist our foundation's staff members in becoming proficient in using this software. This would require the student to spend at least 3 to 4 weeks in Northwest Kanas. They would need their own transportation and be willing to travel to at least 9 of our county afiiliated foundations to meet in person with board and/or staff members, determine their marketing needs, and help with those efforts.
Cheyenne	Tri-State Antique Engine & Thresher Show	Bird City	They would help maintain the grounds, and facilities IE (paint, replace boards on steps, clean, etc). The intern would also help with organizing and setting up displays as well as printing, researching, and displaying information for exhibits.

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Cloud	City of Concordia	Concordia	City of Concordia - Parks and Recreation Intern - Assist Director of Parks and Recreation with recreation program scheduling and administration, including program-specific planning, marketing, budgeting, and record-keeping. Work closely with the Sports Complex Operator and Parks Supervisor performing daily maintenance tasks at parks, the sports complex, and swimming pool involving the use and repair of a variety of equipment and tools. Must be at least 18 years of age.
Cloud	City of Concordia	Concordia	City of Concordia - Lab Technician Intern at Wastewater Treatment Plant – Assist Interim Plant Manager with daily operation and maintenance of the wastewater treatment plant, including collection of samples, lab analysis, record-keeping, and general inspection and maintenance. May involve use of hand- and power-operated equipment and tools. Must be at least 18 years of age.
Cloud / Saline	Sharp Performance	Salina and Concordia	Sharp Performance, with locations in Salina and Concordia, is interested in individuals to assist with marketing and social media, as well as summer camps and clinics. Interns will work in our gyms where they will learn and experience first-hand customer service skills, health and safety requirements for gym facilities, cleaning gyms, and overall gym facility management.
Decatur	Decatur County Museum	Oberlin	Meet and greet guests as they come to the Museum to tour. Work with and change out exhibits. Scan in documents and file, and catalog cemeteries for genealogy.

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Decatur	Wahlmeier Farms Vineyard	Jennings	This exciting position at Wahlmeier Farms Vineyard in rural Decatur county will touch on all aspects of running a vineyard and winery and growing a business. Depending upon age of student, he or she will experience fermenting, racking, testing, bottling, and labeling of wine/mead. He or she will also learn about and particpate in selling, serving, and hosting customers. Only students who are 21 years of age or older may participate in wine tasting.
Ellis	Bethesda Place	Hays	A large variety of both farm related and direct care tasks as they work alongside 6 men with developmental disabilities. Everything from operating and fixing large machinery to cooking large meals with homegrown produce.
Ellis	Downtown Hays Development Corporation	Hays	As a small organization heavily involved in the community, we can show an intern many facets of the non-profit world. Our staff is well-versed in marketing, fundraising, and event management. We can make this internship customizable to a student's business interests.
Ellis	Downtown Hays Development Corporation	Hays	For our Downtown Hays Market position, we are looking for a dedicated individual wanting to be involved with the Hays community. The chosen individual will be in charge of the social media and recording Supplemental Nutrition Assistance Program transactions. Additionally, they will need to ensure the USDA Farmers Market rules are followed, but don't worry; we'll train you! The position is early Saturday morning (6:30-11:00a) with one additional hour during the week that requires a student who has time-management and personal accountability skills.

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Ellis	Midwest Energy, Inc	Hays	**Position Has Been Filled**
Ellis	NCK Tech Foundation	Hays	The NCK Tech College Foundation intern will work directly with the Foundation Director of Advancement and the NCK Tech VP of Finance on the Hays NCKTC Campus to accomplish a variety of basic to advanced accounting needs as well as work on fundraising activities and donor development.
Ellis	Nex-Tech - Ad Solutions	Hays	**Position Has Been Filled**
Ellis	Nex-Tech - Field Operations	Hays	**Position Has Been Filled**

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Ellis	Nex-Tech - Product & Services	Hays	Research and develop new product offering to ensure continued growth of current and future technology services. Define product scope including capital requirements to market the service/product. Evaluates new business opportunities and product lines.
Ellis	Nex-Tech - Technology	Hays	This intern will work with the following technolgy groups Network Operations Center (NOC), Network Operations Department, Technology Services Group. We will split the time of the intern based on teh skills of the intern and interest. This will consist of working with our NOC on monitoring, creating rules, and auditing results. In the Netops group it will vary between the annual auditing of records and information to providing assist with projects that are going on during the summer. One project that will be going on next summer will be the relocation of the Cordell devision to Kansas. In the TSG group and if time allows the intern would work and gain knowledge on setting up computers replace for employees to assistign staff with work that aligns with their skills.
Ellis, Gove, Ness, Trego	Mary Jo Hafliger Agency Inc	WaKeeney	Working in the Trego, Gove, Ellis, and Ness area. Customer service - marketing representative responsibility would include: lead documentation, tracking, and appointment setting, marketing through social media, designing personal office brochures and marketing material, quoting preparation work to include replacement cost worksheet both residential and commercial, production tracking
Ellis, Norton	Theraplay Learning Center	Norton and Hays	Theraplay Learning Center is a pediatric therapy clinic that provides Occupational, Physical, and Speech therapy services to children of varying abilities. Our intern would be responsible for managing office duties, helping with transition of patients and supporting therapists as needed both with patients and with business needs of running a small clinic.

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Ellsworth	Kirkham Michael & Associates, Inc	Ellsworth	The Civil Engineering intern is anticipated to spend half the summer in the Ellsworth office working on transportation and/or environmental design projects using CAD software, computing construction quantities, checking plans, and other duties as assigned. The other half of the summer is anticipated to be in the field observing contractor work on construction projects.
Gove	City of Quinter Recreation	Quinter	The ability to perform general maintenance activities. Operate mowers, vehicles, and other small equipment. Prepare and maintain athletic fields and related facilities. Clean restrooms and pick up litter at all park facilities. Understand and carry out written and oral instructions, establish and maintain effecive work relations with parents, coaches, and other City employees.
Gove, Ellis, Ness, Trego	Mary Jo Hafliger Agency Inc	WaKeeney	Working in the Trego, Gove, Ellis, and Ness area. Customer service - marketing representative responsibility would include: lead documentation, tracking, and appointment setting, marketing through social media, designing personal office brochures and marketing material, quoting preparation work to include replacement cost worksheet both residential and commercial, production tracking
Graham	Graham County Hospital	Hill City	Graham County Hospital has many different opportunities here at the hospital and clinic depending on the student's interests. In the past some students have spent time in several different departments throughout the summer and some students have spent time in only one or two departments.

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Graham	Homestead Renovation & Remodel LLC	Morland	At Homestead Renovation & Remodel LLC (Homestead R&R), we will provide a hands-on learning experience for our intern. You'll learn the in's and out's of building a small business and assist in various large and small projects. At Homestead R&R, we take pride in a job well done by paying attention to detail and completing a job to the end. Beginning with design, then on to creating timelines, and, finally, doing the actual construction, we have an abundance of experience to offer. By taking this internship, you will not only learn what it takes to start a new business, but you will also establish a great foundation for a successful career in construction.
Graham, Norton	Nex-Generation / Nex-Tech - Youth Services	Lenora, Norton, Hill City	If you are interested in youth, education, training, or non-profit work, this is a GREAT job for you! Our intern will report to Jacque Beckman, Youth Services/Training Specialist for Nex-Tech and Executive Director for Nex-Generation Round Up for Youth. He or she will help update current (and develop new) training content, databases, and other programs using Microsoft Word, Excel, and PowerPoint. He or she will learn about non-profits and assist with one or more summer fundraising events. He or she will also help with the Nex-Generation Intern "leadership days" and help the organiziation prepare for Young AmeriTowne and other core programs for area schools. Primary reporting locations for this position are Lenora and Hill City.
Graham, Norton	Northwest Kansas Economic Innovation Center, Inc	Norton and Morland	The interns will work on community and evonomic development projects/programs in 26 counties as directed by the Program Director and CEO. "Main Project" could include: fundraising efforts and plan development; developing marketing strategy and implementation plans; or Young Professionals retention and recruitment strategy and planning. Other work will likely include: Workforce development and recruitment initiatives, organization and community marketing efforts, business development and lending programs, and other program research & development. Position can locate in Norton or Graham Co, or be a remote intern.
Graham, Norton, Ellis	Nex-Tech - Human Resources	Norton, Hill City, Hays	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.

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Graham, Sheridan	Prime Seed & Agronomy LLC	Morland	**Position Has Been Filled**
Jewell	Possibilities - Jewell Co Justified	Mankato	Intern would be responsible for day-to-day operations of the coffee bar and trained in promotional advertising for the boutique. Intern will work with business processes, such as filing and billing, customer service and inventory management.
Jewell	Possibilities - Sweden Creme (Jewell Co Justified LLC)	Mankato	Our Sweden Creme intern would be learning about the ins-&-outs of the restaurant business. This includes day to day operations, customer service, food costs & inventory ordering, systems management, leadership, and advertising. Must be hands on & active, willing to learn, and enjoy working in a fast-paced, quickly evolving environment.
Jewell	USD 107 Rock Hills	Mankato	The intern will keep the Rock Hills Cunningham television channel updated with school and Jewell County news. The intern will travel to various events in the county to video tape film footage, edit, and prepare for upload to the television station. Intern must be available 7 days per week (a calendar will be created at the beginning of the internship) and have transportation available; intern must also have knowledge of Adobe film editing software.

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Jewell	Walker Auto Service LLC	Mankato	Intern will be working at either the Sinclair service station or inthe shop at Walker Automotive, depending on skill level, experience, and interest. At the station, intern will be working in the shop on simple mechanic jobs (changing oil and tires), helping customers, and running the register. At the shop, intern will be working on more in-depth mechanical projects, diagnosing problems, and helping customers.
Jewell, Smith	Pheasant Run Ranch	Lebanon	TWO INTERNSHIP OPPORTUNITIES AVAILABLE: Pheasant Run Ranch specializes in upland bird, turkey, and trophy whitetail deer hunting and offers some of the finest hunting in North Central Kansas. The land is farmed and managed to ensure the best habitat available for deer, turkey, pheasant, and quail to thrive. POSITION #1 - HUNTING/RANCHING INTERN: We are seeking an intern to help prepare for the upcoming hunting seasons, as well as work in daily ranch activities, including planting food plots, hanging stands, working dogs, feeding and working cows, operating farm equipment, building fence, and more. POSITION #2 - REMOTE SOCIAL MEDIA/MARKETING INTERN: We are seeking an intern who is studying or anticipates studying photography, videography, mass communications, or social media/marketing. Our intern will be responsible for content development for social media, including taking/editing photos and videos; managing Search Engine Optimization (SEO) for online marketing; assisting with Direct-to-Consumer website development; and creating/managing social media content and ads. This position is suitable for remote (work from home) working arrangements, but can be available onsite, as well.
Lincoln	Kansas Pregame	Lincoln	**Position Has Been Filled**

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Lincoln	Lincoln County Economic Development Foundation	Lincoln	The Lincoln County Economic Development Foundation (LCEDF) is seeking a summer intern to work in a true leadership capacity, alongside the Executive Director, to grow and develop the local business economy, and better integrate youth engagement with local leadership. This internship will offer a great opportunity for mentorship and strengthening skill development in a real world setting, including organizational skills, goal setting, decision making, professionalism, strategic thinking, time management, and communication skills. Projects may include assisting potential entrepreneyrs with business plan development, assisting with green space planning and implementation, and organizing listening sessions between youth and community and business leaders, and expanding outreach to local students.
Lincoln	Lincoln Farm Supply Inc	Lincoln	Technical writer - We would like to create a Business Operations guide that describes all procedures and processes for each of our departments. The guide would be a how-to-do-it booklet that will be used to train new employees and allow existing employees to cross train. Every aspect of accounting, parts sales, service work and equipment sales will be broken into step-by-step description. We will create templates for daily accounting entries, as well as service department time tracking and parts department ordering procedures and inventory management. The selected intern will need to be able to use spreadsheets, graphics to illustrate actions and computer entries. They will need to write directions in general terms that will be easily read and implemented.
Lincoln	Setter Dogs		Our interns wil provide care to a 31 run working dog kennel by feeding, watering, and cleaning. Maintaining pens and dog houses is required. He or she will also assist in training bird dogs and maintaining property for wildlife. The interns will be part of the team that assists the kennel in maintaining its licenses with the Kansas Department of Agriculture.
Lincoln	USD 298 Lincoln	Lincoln	USD 298 Lincoln is looking for a student interested in working in an office environment. Our intern will receive visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately; answer, screen, and forward incoming phone calls; receive and sort daily mail; update calendars; and schedule meetings. The intern will assist with the summer Food program. Primary responsibilities during the lunch program will be setting out the lunch items, supervising the children attending and assisting with clean up.

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Logan	Oakley Rec Commission	Oakley	Our intern will be responsible for learning and doing general maintenance, operating vehicles and running other small equipment, and preparing fields and facilities for practices and game nights. He or she will establish good working relationships with parents, coaches, and players, and must understand written and oral instructions. Following games, the intern will help clean facilities, put away equipment, and pick up trash. They will also be assisting with the morning summer recreation program.
Mitchell	Blue Hill Hatchery & Gamebirds, Inc.	Tipton	Interns will do a variety of work on the pheasant farm, including, but not limited to, picking up and processing eggs, helping with hatch day, and peepering. Students will get to see most of the aspects of what it takes to produce a pheasant from egg to adulthood.
Mitchell	Heart Choices, Inc	Beloit	Assist in planning, advertising, and carrying out fundraising events. Also, developing a simple marketing plan for educating young women and men about the services of Heart Choices. Assist in social media posts directed promoting our services.

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Mitchell	NCK Tech (Information Technology)	Beloit	The NCK Tech Information Technology intern will work directly with the IT Director to accomplish basic to advanced IT departmental needs. This includes work with college employees and student needs.
Norton	City of Norton	Norton	Water/Wastewater Plant Intern Position: Entry level work in water purification plant in operation and maintenance of water plant and well equipment. Entry level work in the wastewater treatment plan in operation and maintenance of the wastewater plant, lift stations, and related facilities. Some experience in operation and minor maintenance of mechanical and electrical equipment preferred, but not required.
Norton	New Age Industrial Corporation Inc	Norton	New Age Industrial is an aluminum extruder and fabricator in Norton, KS. We are seeking an intern for our Engineering Department to work diretly with our team on various job duties including strategy, technology, planning, product design and development, plant/facility engineering and customer facing solutions. Other duties may be assigned to promote technical product advancements.
Norton	Nex-Tech - Accounting Department	Lenora	Interested in learning more about working in accounting in a business setting. Will assist the accounting department with some data entry items and learn about maintaining accurate and complete financial record. This is a great opportunity to get hands on experience and a chance to shadow accounting personnel. The student will also gain skills in learning to work as part of a team and will gain knowledge in using different types of software.

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Norton	Nex-Tech - Admin	Lenora	The intern would work alongside high level administrative staff on a daily basis assisting with tasks and projects and learning the skills an administrative position requires. These skills and tasks would incldue: scheduling, travel arrangements, meeting presentations, data entry and clean up (Legal Contract Library), supply inventory and requisitioning, handling/scanning of mail, file organization, written and verbal communication, proofreading, attention to detail, organization and prioritization, reports, familiarization with company software and equipment, etc.
Norton	Nex-Tech - Engineering	Lenora	This position would spend time with each area of the engineering department, approximately 2 to 3 weeks in each area learning and actually performing the job skills. There will be computer related work pertaining to to the mapping systems, working outdoors in an outside plant construction environment alongside an inspector, prepping, splicing, and testing fiber optic cable, working with customers to determin cable placement and NID placement at the customer's premise, and working with the inside plant engineering and provisioning aspects of the department.
Norton	Northwest Kansas Library System	Norton	**Position Has Been Filled**
Norton	Norton County Community Foundation	Norton	The summer intern for the Norton County Community Foundation will be responsible for assisting the Executive Director and the Director of Operations and Communications with day-to-day tasks for the foundation. In addition, the internship will encompass event planning, preparation, and execution for various fundraising and community events.

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Norton, Ellis	Theraplay Learning Center	Norton and Hays	Theraplay Learning Center is a pediatric therapy clinic that provides Occupational, Physical, and Speech therapy services to children of varying abilities. Our intern would be responsible for managing office duties, helping with transition of patients and supporting therapists as needed both with patients and with business needs of running a small clinic.
Norton, Ellis, Graham	Nex-Tech - Human Resources	Norton, Hill City, Hays	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.
Norton, Graham	Nex-Gen / Nex-Tech - Youth Services	Lenora, Norton, Hill City	If you are interested in youth, education, training, or non-profit work, this is a GREAT job for you! Our intern will report to Jacque Beckman, Youth Services/Training Specialist for Nex-Tech and Executive Director for Nex-Generation Round Up for Youth. He or she will help update current (and develop new) training content, databases, and other programs using Microsoft Word, Excel, and PowerPoint. He or she will learn about non-profits and assist with one or more summer fundraising events. He or she will also help with the Nex-Generation Intern "leadership days" and help the organiziation prepare for Young AmeriTowne and other core programs for area schools. Primary reporting locations for this position are Lenora and Hill City.
Norton, Graham	Northwest Kansas Economic Innovation Center, Inc	Norton and Morland	The interns will work on community and evonomic development projects/programs in 26 counties as directed by the Program Director and CEO. "Main Project" could include: fundraising efforts and plan development; developing marketing strategy and implementation plans; or Young Professionals retention and recruitment strategy and planning. Other work will likely include: Workforce development and recruitment initiatives, organization and community marketing efforts, business development and lending programs, and other program research & development. Position can locate in Norton or Graham Co, or be a remote intern.

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Norton, Graham, Ellis	Nex-Tech - Human Resources	Norton, Hill City, Hays	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.
Osborne	Bobs Inc	Downs	Employees must be able to wait on customers and be friendly and courteous. Learning to run our POS is required. Kitchen duties include preparing sub sandwiches, decorating donuts, and clean up. Working well with co-workers is important.
Osborne	Domoney Furniture & Funeral Home	Downs	Intern would help with day-to-day duties at furniture store and possibly funeral home. Duties would include maintenance, mowing, painting, receiving, delivering, repairing furniture; helping with advertising on Facebook and other media outlets.
Osborne	Goheen & Slavik CPAs, LLC	Downs	Intern is expected to be a motivated team player, possessing a basic knowledge in accounting and finance principles. Under the supervision of our staff, the intern will be able to take knowledge and skills already learned and integrate them in the daily operations of an accounting firm, while also learning many aspects in the general operation of a business. The internship is designed to provide relevant skills in a variety of accounting functions through on-the-job training.

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Osborne	Osborne County Community Foundation	Osborne	Our intern would need to have good verbal and writing skills as well as computer knowledge. He/she would be writing articles for the newspaper on our Spring grants; creating a document to tell the story of OCCF; writing newspaper and social media articles on "do's & don'ts" for writing grants; writing articles detailing the variety and differences of foundations within Osborne Co.; compiling information for our quarterly table tents; and updating information in our donor database.
Osborne	Osborne County Memorial Hospital	Osborne	CERTIFIED NURSING ASSISTANT (CNA) Individual selected is required to have completion and successfully passed a certified Kansas course as a nursing assistant. Will perform all duties related to scope of practice under the direction of the RN in our hospital setting. Will be providing care for patients in the inpatient, skilled, observation, outpatient and emergency settings.
Osborne	shoes ETC. & stonz jewelry LLC	Downs	**Position Has Been Filled**
Osborne	The Hair Shop/Boutique 602	Downs	I would like to see a student help with organizing displays, working with customers and helping with advertising ideas in the Boutique and Hair shop areas. Answering phone and keeping items up to date in the POS systems. The student would work with me and I would love to see and hear young ideas about purchases and displays.

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Osborne, Smith	Downs and Smith Center Veterinary Clinics	Downs and Smith Center	We are a mixed animal practice. Looking for interns who want to see all aspects of the veterinary business. You will get hands on experience with our four legged fur friends, food animals, owners, and staff.
Phillips	ABC Community Daycare Center	Logan	We are looking for an individual that can work an office and help with marketing and social media or an individual looking into early education. This position can go in any direction as we are a business and we are also educators. Willingness to work and to be a team player are a must!
Phillips	Amber Salon & Spa	Phillipsburg	**Position Has Been Filled**
Phillips	ArteVae	Phillipsburg	**Position Has Been Filled**

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Phillips	B&B Redimix Inc	Phillipsburg	B&B Redimix Inc is looking for a hard-working, hands-on individual that possesses a strong desire to learn to join our team this summer as an intern. This role would include learning from and working with out mechanics in the shop, our construction crew out on job sites and more.
Phillips	Bohl Farm and Auto - NAPA	Phillipsburg	Bohl Farm and Auto is a car, truck and farm parts store. Interns will use a computer program to assist customers in locating needed parts or goods. Inventory stocking, store clean up and organization in addition to custoemr service are all areas that the interns will grow in skills.
Phillips	Farmers & Ranchers Outlet, LLC	Phillipsburg	Our intern will get hands on experience in all aspects of our business, this includes uploading products to our website, social media advertising, displaying and stocking new inventory and using our Point of Sale system. Along with the front retail side, our intern will work with the animal feed and health side of our business This includes loading feed for customers, driving a forklift and other various tasks.
Phillips	H&R Block	Phillipsburg	Would have the intern do bookkeeping for a couple clients, learn the software and categories, do a basic tax return, customer service, and filing. Discuss marketing ideas for next tax season.

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County	Participating Business	City	Position Description
Phillips	Hometown Grounds	Phillipsburg	Hometown Grounds Coffee and Gifts is looking for a positive, driven individual to join our team preparing foods and drinks. Our intern will also work with merchandise and assist with planning and coordinating events for the business. We are always looking for opportunities to grow and improve, and we are excited to incorporate an innovative intern into our program.
Phillips	Krafft Beef	Phillipsburg	Intern will be part of a variety of tasks centered around rural food production and e-commerce business. Tasks would include inventory management, preparing orders for shipping/order delivery, e-commerce marketing, website and social media marketing and content creation, product photography, basic digital design, and on-farm tasks. Intern will be exposed to entrepreneurship firsthand, as well as experience small business management.
Phillips	Oz Brewing	Phillipsburg	Students looking for a future in Business Management, Restaurant/Hotel Management or Culinary Arts. We are a new brewery/pub looking for someone who could train and learn with us in a fun and exciting atmosphere!
Phillips	Phillips County Health Systems	Phillipsburg	The selected students would be afforded an opportunity to gain hands-on experience in a variety of health care situations. The internship recipient(s) will be given the opportunity to develop meaningful relationships with members of PCHS staff that may prove to be instrumental in securing competitive slots in higher learning positions. The student(s) should also be ablet o better ascertain the proper healthcare field for them and their best possible career path.

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Phillips	Phillips County Historical Society (Fort Bissell Museum)	Phillipsburg	Student will be working directly with the public giving tours. Behind the scenes the student will be given a hands-on project to work on his/her own - this year it will be digitizing photo's and photo slides. Daily chores will include opening the museum, cleaning and watering the garden. Writing of at least one newspaper article, some social media posts and assisting with the Fun Friday activities for kids will fill up any free time.
Phillips	Phillipsburg Child Care Center	Phillipsburg	They would be teaching children and meeting their basic needs. They would engage in active play. They would offer assistance to the Director to complete office duties. They would occasionally cook and do cleaning.
Phillips	Teens for Christ Connection	Phillipsburg	Our interns will help provide leadership on our summer mission trips which will take place in June. Interns will also work in the office to help prepare materials for mission trips and TFC Camp, along with other normal office duites. Finally, summer interns will help provide leadership for two weeks of TFC Camp which will take place at the end of July.
Rawlins	Main St. Foundation	Atwood	Main St Foundation is looking for an intern for the summer to assist in the administration and operation of the 5Ten Main Youth center. This intern will perform other duties such as organization, cleaning, and assist the Executive and Assistant directors as needed.

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County	Participating Business	City	Position Description
Rawlins	Rawlins County Health Center	Atwood	**Position Has Been Filled**
Rawlins	SureFire Ag Systems	Atwood	**Three (3) positions available: Position #1: Electrical Engineering Intern** at SureFire Ag Systems, a manufacturer of liquid application and control systems for agriculture. Looking for someone that is currently enrolled in Electrical or Computer Engineering classes that has some software experience, willing to figure things out on their own, potentially working on circuit board design, software and trouble-shooting. **Position #2: Mechanical Engineering Intern -** Looking for someone interested in ag engineering, taking Mechanical or Agricultural Engineering classes. Must have SolidWorks experience or classwork and likes hands-on work. Will include hands-on assembly and engineering testing. **Position #3: Social Meda/Webstore Intern -** The intern's primary responsibility will be working with the existing in-house webstore managers to update items on the webstore. This will involve taking and uploading pictures of webstore items, adding suggested items to existing items, and developing in-depth desriptions for the items. The intern may also be asked to assist with adding links and downloadable content to the webstore, as well as managing the accounts of current and past webstore users. Other opportunities and responsibilities can be discussed with potential candidates.
Republic	A Little Hometown Shirt	Courtland	This intern will be helping with shirt production, sales, graphic design, social media marketing, and learning the ins and outs of a wholesale tshirt business. This intern is integral in our summer show sales and events planning. Production of product is also a big part of the interns summer.

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Republic	Adri's - A Family Restaurant	Courtland	Adri's is a family restaurant with an emphasis on great food and an upbeat and positive guest experience. If you're interested in a career that can take you anywhere in the world, hospitality is a great place to be. Interns will be extremely hands on and will have the opportunity to participate in all aspects of a restaurant/hospitality business. Day-to-day tasks can vary and may include working on social media presence, marketing, food costing, inventory management, menu design, customer service, and even cooking and prep techniques and technical skills to up your culinary ability. Qualified candidates will strive to WOW our guests every day and must be willing to learn, work alone and as a team, and stand and exert fast-paced mobility with a high energy level.
Republic	C&C High Tunnel Farms	Scandia	We are looking for a self motivated individual who can follow directions, work unsupervised, and be organized. We are looking for an intern who is interested in local foods and specialty crops. They will be involved in planting, weeding, harvesting, maketing, distributing, and selling the produce we grow.
Republic	Courser Lapo Inc DBA: Courser Lapo Clinical and Family	Belleville	The summer intern will work closely with the administrative department of our mental health practice. The focus will be learning about the clients, creating social media campaigns to target the practices' ideal clients, and updating marketing materials to mail potential referral agencies, businesses, etc.
Republic	Dairy Queen Grill & Chill Restaurant	Belleville	Dairy Queen Grill & Chill in Belleville is seeking two interns for this summer! Students will gain valuable, hands-on experience working alongside the manager. You'll learn the in's and out's of managing a business and providing excellent customer service in a fast-paced, energizing work environment. You'll assist with marketing and training, learn point-of-sale (POS) equipment, and use POS kits to set up new, monthly promotions, update social media, and train co-workers. You'll shadow the franchisee who has over 30 years of experience with Dairy Queen and who will explain all the roles in managing a quick-service restaurant.

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Republic	Hungry Hollow Ministries, Inc	Jamestown	This 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 at least monthly, monitor and update website and social media presence as needed, and follow and promote ministry mission statement.
Republic	Modern Wellness, LLC DBA: Modern Practice Support	Belleville	The Student Intern will engage in social media marketing of Virtual Assistant services to mental health private practices throughout the USA. They will shadow and learn how Virtual Assistants help people seeking mental health services access high-quality therapy services to inform them of their marketing strategies.
Republic	Republic County Recreation Association	Belleville	Golf course maintenance including but not limited to, mowing rough, fairways, greens, weedeating, preparing sand bunkers, preparing golf course for tournament.
Republic	Shrader Family Farm	Jamestown	This intern would raise produce from start to finish, market at local farmers' markets, coordinate with other producers for product sales, create ideas for other money-makers at market, organize and make decisions for potential additional work and grow space, do cost analysis of product production, soil and water testing, learn and implement conservation practices, pest control, farm management, maintenance, and repair.

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Republic	Swedish-American State Bank	Courtland	Our intern would work closely with employees-working the counter with the public. Learning the ins and outs of a bank, and assisting with various projects.
Rooks	Coco The Label	Stockton	Coco The Label is a retail store we started online and now opening a store front. The intern will help with promoting the business through various out reaches, working as a retail sales associate, learning some book keeping skills, and help maintain the cleanliness of the business. Two internship positions available.
Rooks	Plainville Recreation Commission	Plainville	The PRC would have the intern help run the fitness center during the summer. This would include finances, cleaning/maintaining equipment, and membership inquiries. Also, the intern would work the baseball season with multiple job tasks.
Rooks	Plainville United Methodist Church	Plainville	We are seeking a student interested in using their talents in an administrative capacity to help as church secretary. Duties will include answering phones, preparing PowerPoints and bulletins for Sunday service, preparing a semi-monthly newsletter, and some light bookkeeping. Intern will also assist with communications and notifications of committee members of upcoming meetings and will perform other duties, as needed. Intern must display good people and communication skills. This is a part-time, summer position, for 20-24 hours per week and will include assisting with media during Sunday morning service, if possible.

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Rooks	Stitch and Chatter	Stockton	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, downtown shop.
Rooks	Stockton Recreation Commission	Stockton	Our intern will learn hands-on skills, such as office manangement, payroll, marketing, facilities maintenance, grant writing, fundraising, and more.
Rooks	Stockton United Methodist Church	Stockton	This position would cover a variety of office duties. They would include making phone calls to parishoners to update their personal information and then entering said data into our computer system. They would assist with weekly creation of a power point presentation for Sunday Services as well as update historical records and organize supplies within the church. A few cleaning duties would also be included in the position.
Rush	EJ Livestock	Rush Center	EJ Livestock is a diversified livestock operation focusing on Embryo Transfer, producing show pigs and goats, backgrounding calves, and niche marketing home raised livestock and eggs direct to consumers. Work study applicants can have hands on time kidding nannies, farrowing gilts, calving cows, and all aspects of animal husbandry that goes along as well. Applicants will learn to balance rations, test forages, vaccinate, and etc. Intern applicants will start the summer syncronizing cows (recipients) for embryo transfer. Other tasks would include caring for weaned pigs and goats, herbicide application, haying (swath/bale), minor welding and etc. There will be some routine chores with fixing fence, equipment maintenance, and checking cows. Transportation on the farm is provided as well as some meals.

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Russell	Grassroots Art Center (Lucas Arts & Humanities Council, Inc.)	Lucas	The student will learn to be a docent at the Grassroots Art Center at Lucas, KS. The job will include learning: To meet and greet visitors touring both in-state and out-of-state. To study a script about the self-taught yard art environments on exhibit at the art center and share this information with visitors. To handle money for admissions, gift sales, and memberships. To make social media posts. To develop some office skills.
Russell	Midway Extension District #15	Russell	The intern will work alongside our Extension staff to plan multiple summer-time youth development events. These events include but are not limited to: County Fair, 4-H Day Camps, and club meetings. Skills desired for this position include a strong work ethic, an ability to work as part of a team and individually while being coachable.
Saline	Southwind Physical Therapy	Salina	The intern will assist with office duties including file management, filing records, greeting and scheduling patients, and answering telephone calls. The intern will assist Therapists with clinical tasks (non-skilled and non-billable). The intern will assist with light cleaning.
Saline, Cloud	Sharp Performance	Salina and Concordia	Sharp Performance, with locations in Salina and Concordia, is interested in individuals to assist with marketing and social media, as well as summer camps and clinics. Interns will work in our gyms where they will learn and experience first-hand customer service skills, health and safety requirements for gym facilities, cleaning gyms, and overall gym facility management.

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Sheridan	Blue Blaze Pizza	Hoxie	Blue Blaze is a certified restaurant mobile food trailer with a patented 5ft by 4ft Roman brick oven. Blue Blaze is looking for individuals interested in old-world wood-fired cooking and new-world social media. Learn the ins and outs of Blue Blaze's premade food box delivery system, and how to cook in a domed Roman-style wood-fired oven!
Sheridan	Hoxie Recreation	Hoxie	Duties will include clerical work, event planning, event activities assistant, cleaning, organizing, food service preparation & serving, ball diamond prep work, mowing, trimming, along with many more assistant job activities. The intern will be working with the communtiy & especially the youth in lots of aspects through our programming. The majority of the hours will be mid-May through early July. The job hours are somewhat flexible & very part-time.
Sheridan	Main Street Arts Council	Hoxie	The intern(s) will assist a show director in the preparation/rehearsing of a full-scale children's musical in one of our participating communities. The intern will learn all of the ins and outs of putting on a production and gain valuable hands-on experience throughout the process. They will assist with show design, direction, fundraising, running rehearsals, building sets/props, costuming, lights/sound, ticket sales, marketing and more.
Sheridan	Mauck Medical Clinic, LLC	Hoxie	Medical office paperwork, putting patients in rooms, taking vital signs, learning to give basic injections and assisting procedures. Students could also help with insurance billing, patient paperwork and other administrative duties.

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Sheridan	Restore Physical Therapy and Wellness, LLC	Hoxie	The intern will be responsible for day to day operations at the clinic such as answering the phone, scheduling appointments, and maintaining a clean and sage environment for the patients. The intern will also work closely with the therapist to design home exervice programs for patients and can even assist with directing the patients through these exervises. The intern will also assist with leading a senior wellness class. Other tasks may include but are not limited to marketing and personal relations items such as managing the Facebook page related to the business.
Sheridan	Sheridan County Community Foundation	Hoxie	The intern woudl assist with building out a database of our past/current donors. They will also assist with general office organiation, website and social media management, and posting event flyers around town. Depending on capabilities, they will assist in the development of promotional materials, i.e. brochures, fliers, presentations, etc. advertising the foundation and our programs as well as City of Hoxie and Sheridan County visitors pamphlets, etc.
Sheridan	Sheridan County Historical Society & Mickey's Museum	Hoxie	Office help. Experience:not essential but typing skills would be helpful. You would learn to scan files, documents, and photographs and add them to our museum system. You will get to experience the creation of displays for the museum and helping to put them together. You will get to experience all areas of museum work.
Sheridan	Sheridan Sentinel	Hoxie	**Position Has Been Filled**

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Sheridan	The Elephant, LLC	Hoxie	Students will learn classic cooking techniques and develop techinical skills necessary to work in a professional restaurant kitchen. This would include prep work, operating the line during lunch or dinner service, and possibly some administrative work. It provides advanced experience for those looking to pursure a degree or career in the restaurant or hospitality industry and it also develops a great deal of leadership and time-management skills.
Sherman	Sherman County Community Development	Goodland	The intern would help staff our Goodland Welcome Center. Duties would include greeting visitors, offering information about Goodland and Sherman County, engaging the public through social media, and helping with retail at the Welcome Center. There may be various smaller tasks included as well.
Smith	Blackstad Hrabe & Kirkorsky, LLC	Smith Center	Blackstad Hrabe & Kirkorsky, LLC is a debt collection law office in Smith Center, Kansas, with headquarters located in Mesa, Arizona. Our intern will learn administrative duties through working with accounts that have not been collected in full. Tasks will include searching for addresses, phone numbers, and court cases, and checking the active statuses of various companies. He or she may also become familiar with litigation, sales, and marketing.
Smith	R Family Farms LLC	Lebanon	Intern will be exposed to a variety of tasks centered around rural food businesses. Tasks would include inventory management, picking/order delivery, and social media marketing and content creation. Intern will witness entrepreneurship firsthand, as well as experience small business management.

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Smith	Smith County Memorial Hospital	Smith Center	An intern at SCMH will have the opportunity to work on community relations and marketing activities. These may include supporting the community resource group, creating social media posts, updating website content and writing press releases or articles for publication. A second position for an internship could be made for a candidate with a clinical background. This could include nursing, lab, dietary, etc. Work study: This position is open to anyone who has earned a CNA certificate and would like to work during the school year.
Smith	SunPorch of Smith Co	Smith Center	SunPorch is a skilled nursing facility. Our intern would have the opportunity to go through the CNA course at the expense of the employer and learn what it is like to be a CNA in a longterm care facility. The intern will also lead activities hat enrich the lives of our elders in both the nursing home and assisted living.
Smith, Jewell	Pheasant Run Ranch	Lebanon	TWO INTERNSHIP OPPORTUNITIES AVAILABLE: Pheasant Run Ranch specializes in upland bird, turkey, and trophy whitetail deer hunting and offers some of the finest hunting in North Central Kansas. The land is farmed and managed to ensure the best habitat available for deer, turkey, pheasant, and quail to thrive. POSITION #1 - HUNTING/RANCHING INTERN: We are seeking an intern to help prepare for the upcoming hunting seasons, as well as work in daily ranch activities, including planting food plots, hanging stands, working dogs, feeding and working cows, operating farm equipment, building fence, and more. POSITION #2 - REMOTE SOCIAL MEDIA/MARKETING INTERN: We are seeking an intern who is studying or anticipates studying photography, videography, mass communications, or social media/marketing. Our intern will be responsible for content development for social media, including taking/editing photos and videos; managing Search Engine Optimization (SEO) for online marketing; assisting with Direct-to-Consumer website development; and creating/managing social media content and ads. This position is suitable for remote (work from home) working arrangements, but can be available onsite, as well.

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Smith, Osborne	Downs and Smith Center Veterinary Clinics	Downs and Smith Center	We are a mixed animal practice. Looking for interns who want to see all aspects of the veterinary business. You will get hands on experience with our four legged fur friends, food animals, owners, and staff.
Thomas	Advantage Architectural Woodwork	Colby	We are a European wood window and door manufacturer known worldwide. The woodworking we use is not the same as it was 20 years ago. It is more inovative and precise. We work with top of the line woodworking machinery to create bearutiful custom made windows and doors that are sent all over the United States. The interns that would join us would be doing a variety of things. Anything from sand & scuffling to assembling window and door parts and helping out in other areas in the production process. They would learn about the jointery techniques and how to assemble all the components that are used.
Thomas	Colby Community College	Colby	The Student Accounts office at CCC needs additional help year-round with the following: data entry, assisting student and parents with account-related questions, answering telephones, returning calls, receiving and sending emais. During the summer months, this is not a sleepy office, as we have five summer start dates for classes. Excellent opportunity for a student to learn the interworkings of a college environment and how to navitage their own college experience with confidence.

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Thomas	Thomas County Historical Society	Colby	Depending on skill set and interests, interns may be involved in cataloguing, creating videos, research, or exhinit design - or all of the above!
Trego	Shiloh Vineyard	WaKeeney	Shiloh Vineyard is seeking a student to assist with our vineyard from working outdoords (agronomy, yard and mineyard maintenance) to indoors (events and even tplanning, such as weddings, anniversairies, and others). While students age 16 and over may apply, only candiates age 21 or over will be able to work in the wine testing/tasting aspects of the business.
Trego	WaKeeney Travel & Tourism	WaKeeney	WaKeeney Tourism is looking for an intern interested in Tourism, economic development, and marketing. With social media becoming a larger part of everyone's sphere of influence, a younger perspective will be appreciated. The intern will learn the many diverse areas that tourism is involved in promoting and sustaining a community. The intern will also assist in attending a trade show and sharing marketing materials and attend monthly board meetings.
Trego, Gove, Ellis, Ness	Mary Jo Hafliger Agency Inc	WaKeeney	Working in the Trego, Gove, Ellis, and Ness area. Customer service - marketing representative responsibility would include: lead documentation, tracking, and appointment setting, marketing through social media, designing personal office brochures and marketing material, quoting preparation work to include replacement cost worksheet both residential and commercial, production tracking

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Wallace	Etta L. Walker, Attorney at Law	Sharon Springs	Interns will work in professional office setting and will perform basic office tasks including processing mail, organizing files, typing, some front desk work, etc. Interns will attend hearings and other related events as appropriate. Interns will sign confidentiality agreements and should be confident in their abilities to maintain confidentiality of all information.
Wallace	Fort Wallace Museum (Fort Wallace Memorial Association)	Wallace	**Position Has Been Filled**
Wallace	Wallace County Foundation	Sharon Springs	The intern will work with the Wallace County Foundation board to reach out to potential donors and prepare the organization's newsletter. Additionally, the intern will work on marketing and promoting the local Foundation in the community.
Wallace	Western Vistas Historic Byway	Wallace	The Western Vistas Historic Byway represents a travel experience through 102 miles of Wallace, Logan and Scott Counties, including prehistoric and American Western History sites, and scenic wonders such as Little Jerusalem Badlands State Park and the Monument Rocks. We seek a junior or senior college student in Business/Marketing/Travel Promotion with excellent social media/website/app skills who can develop a new integrated travel app for our Byway in cooperation with the Byway board. The internship may be able to work primarily remotely but will need to travel through the Byway to collaborate, take photographs and document the experience.