



AVAILABLE INTERNSHIPS AS OF 9/9/10

Organization	Duties	Contact Method/Qualifications
CADA (Choanoke Area Development Association) Inc.	Provide administrative support to the office. Basic knowledge of filing, computer technology and the ability to maintain office workflow.	See Mr. Lawrence Rm 332 Resume
Enfield Police Department (2 positions)	Executive Assistant - Basic computer knowledge, filing, copying, etc. Some knowledge of the Criminal Justice System. Maintenance Technician -Basic cleaning capabilities.	See Mr. Lawrence Rm 332 City of Enfield Employment Application, cover letter and resume
Dallas Jones Veterans Museum	The ability to keep veterans on the forefront of awareness in the community and to educate the public about the sacrifice military personnel gives to defend and protect the country. Serves as an information/tour guide. Ability to communicate effectively, especially in an oral presentation and a friendly attitude.	See Mr. Lawrence Rm 332 Resume
Roanoke Rapids Parks & Recreation Dept. (Continuous Recruitment)	Assisting in Children's program, supervising the facility including recreation center outdoor basketball courts, tennis courts and playground equipment and performing general building and grounds maintenance as needed (Continuous Recruitment)	See Mr. Lawrence Rm 332 Resume
Lynch's Signs & Graphics	Producing graphic signs and banners (Prefers someone in a computer graphics or graphic art curriculum)	See Mr. Lawrence Rm 332 Resume
Regeneration Development Group Inc.	Functions as Community Organizer to create positive social changes; and to assist Regeneration with its mission to help communities come together to solve problems. The targeted populations are youth and young adults. Some duties include program development for youth mentoring, developing strategies for recruitment of youth mentees and mentors, developing curriculum and facilitation of mentee and mentor training	See Mr. Lawrence Rm 332 Resume
Hannah's Place (Continuous Recruitment)	The intern will be working in the thrift store as a store clerk, sorting and hanging merchandise, maintaining store appearance and helping customers.	See Mr. Lawrence Rm 332 Resume

Additional Qualifications: Students applying for the workshop/internship program must exhibit characteristics of P.R.I.D.E. program participants. Therefore, sagging pants, oversized clothes, hats, stocking caps, and bandanas worn in the building are not permitted. Additionally, the use of offensive language or disrespect observed during interactions as a student at HCC will not be tolerated.