



## **Social Media Intern**

### **Summary**

As an intern you will get to work with a variety of our staff, while working on real projects that will help us grow. Our agency is in need of an intern with strong knowledge and understanding of the digital media landscape, including various social media websites. Our agency is currently redesigning our website, and will soon launch a social media campaign. The intern for this position will need strong critical thinking skills in order to integrate into our vibrant and passionate team who are very excited to share this exciting launch with an intern hoping to gain a ton of great online experience.

### **Responsibilities**

- Contribute to website redesign project in various ways
- Monitor and post on blogs, forums, and social networks
- Online outreach and promotion using Facebook, MySpace, LinkedIn, Twitter, and more
- Website and social media optimization
- Keyword analysis
- Interaction with online communities and building relationships
- Background in Marketing, Communication, non-profit management or other related discipline.
- Strong communication skills.
- Proficient in Microsoft Suite Office.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creative and Flexible.

### **Requirements**

Students applying for this internship should be Marketing/Business or Language majors, with 3 years of experience on the Web.

### **Majors**

Marketing, Business, Communications

### **Time Commitment and Compensation**

Minimum 8-10 hours per week, unpaid internship, however individuals can receive internship credit for this experience.

### **Interested applicants should send resume, cover letter and 3 references to:**

Juanita Pope, Office/Community Events Manager  
The Child Care Council of Westchester, Inc.  
Juanitap@cccwny.org  
914-761-3456 ext. 106

313 Central Park Avenue, Scarsdale, NY 10583  
914.761.3456 Fax 914.761.1957 [childcare@cccwny.org](mailto:childcare@cccwny.org) Website: [ChildCareWestchester.org](http://ChildCareWestchester.org)  
Member Agency – United Way of Westchester and Putnam, Inc.



## **Finance / Accounting Intern**

### **Summary**

As an intern you will get to work with a variety of our staff, while working on real projects that will help us grow. Our agency is looking for a Finance/Accounting intern. The student filling this position will handle a wide range of important duties.

### **Responsibilities**

- Assist with month-end financial reports
- Post journal entries
- Help with accounts receivable, payable and bank statement reconciliation
- Assist with audits
- Balance sheet reconciliation
- Work with the finance team on yearly forecasting efforts
- Manage the monthly tracking of our physical inventory
- Support the payment processing team
- Data entry

### **Requirements**

Applicants should be Business, Finance, Economics or Accounting majors with proficient in Microsoft Office applications. Attention to detail, the ability to multi-task and excellent communication skills are all essential to this position.

### **Majors**

Business, Finance, Economics, Accounting

### **Time Commitment and Compensation**

Minimum 8-10 hours per week, unpaid internship, however individuals can receive internship credit for this experience.

### **Interested applicants should send resume, cover letter and 3 references to:**

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The Child Care Council of Westchester, Inc.  
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914-761-3456 ext. 106



## **Public Relations Intern**

### **Summary**

As an intern you will get to work with a variety of our staff, while working on real projects that will help us grow. Our agency is looking for an intern interested in engaging in all aspects of the public relations field. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

### **Responsibilities**

- Monitor all forms of media
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Screen phone calls
- Assist with mailings, print production
- Create interview preparation materials
- Compile contact lists
- Search for press clippings
- Create or update databases
- Greet guests and clients

### **Requirements**

Students applying for this internship must have strong communication skills and should be majoring in Public Relations, Communications, Marketing or Journalism. Applicants should also have strong writing skills, as well as a solid understanding of social media. Only interns proficient with Microsoft Excel and other Microsoft Office applications should apply.

### **Majors**

Public Relations, Marketing, Communications, Journalism

### **Time Commitment and Compensation**

Minimum 8-10 hours per week, unpaid internship, however individuals can receive internship credit for this experience.

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## **Administrative Intern**

### **Summary**

As an intern you will get to work with a variety of our staff, while working on real projects that will help us grow. The Administrative Intern develops building-level administrative skills by assisting directors

### **Responsibilities**

- Receive visitors and respond in a friendly way to their needs
- Answer telephone calls whenever possible and respond to callers' requests with a friendly tone of voice
- Provide general support for agency including filing, copying, and mailing preparation.
- Data entry to track memberships and contact information
- Data entry to track statistical reports
- Reminder calls and emails to workshop registrants
- Provider special event support and assistance
- Provide professional development support

### **Requirements**

Students applying for this internship must have strong communication and writing skills. Interns proficient in Microsoft Office and Microsoft Excel preferred.

### **Majors**

Business administration, Business Management, Social Services and other related fields

### **Time Commitment and Compensation**

Minimum 8-10 hours per week, unpaid internship, however individuals can receive internship credit for this experience.

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The Child Care Council of Westchester, Inc.

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914-761-3456 ext. 106

[www.childcarewestchester.org](http://www.childcarewestchester.org)



## **Special Events Intern**

### **Summary**

As an intern you will get to work with a variety of our staff, while working on real community projects that will help us grow. The Special Events Intern will work directly with the development specialist in representing and promoting the Council. This person will also help assist the community events manager in planning and promoting such events and staffing the events as needed.

### **Responsibilities**

- Work with development specialist to figure out event logistics
- Contact vendors/businesses/event organizers as needed to confirm event logistics (ex. set up time, hours of event, attendance tracking)
- Organize materials and display to take to events
- Expected to attend scheduled community events
- Monitor and post on blogs, forums, and social network for events
- Online outreach and promotion using Facebook, MySpace, LinkedIn, Twitter, and more for all events
- Strong communication skills.
- Proficient in Microsoft Suite Office.
- Organized, with an ability to prioritize time-sensitive assignments.
- Creative and Flexible.

### **Requirements**

Students applying for this internship must have strong communication skills and interest in Public Relations and Communication. Applicants should also have strong writing skills, as well as a solid understanding of social media.

### **Time Commitment and Compensation**

Minimum 8-10 hours per week, unpaid internship, however individuals can receive internship credit for this experience.

### **Interested applicants should send resume, cover letter and 3 references to:**

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## Computer Tech

### Summary

As a volunteer you will get to work with a variety of our staff, while working on real projects that will help us grow. The Computer tech volunteer will help support the Council with simple troubleshooting and computer software training.

### Responsibilities

- Support and maintain in-house troubleshooting with computer systems, desktops and peripherals.
- Ensure optimal workstation performance
- Troubleshoot problem areas in a timely and accurate fashion and provide end user training and assistance where required
- Accurately document instances of hardware failure, repair, installation and removal that is done.
- Assist in developing long-term strategies and capacity planning for meeting future computer hardware needs
- Support development and implementation of new computer projects and new hardware installations
- Provide training on a variety of software programs

### Requirements

Volunteer applying for this position must have strong communication and writing skills. Expertise in information technology.

### Majors

Information technology, Business administration and other related fields

### Time Commitment and Compensation

Minimum 3-6 hours per week, un-paid volunteer experience

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