INTERNSHIP NOTICE #55

Summer Internship at Hudson Guild

Hudson Guild, a nonprofit agency that serves the Chelsea community, is looking for Cantonese, Mandarin, and Spanish speakers for summer internships in its NORC program (Naturally Occurring Retirement Community) for senior citizens. Students will have the opportunity to learn about social services, health care, program administration and development, and community outreach. Duties can include office work such as copying, filing, scanning, and data entry; helping to run activities and events; phone calls to our seniors; conducting a health survey; assisting with recruiting and enrolling new members; voter registration; and translating for our nurse, doctor, and social workers. Tasks and projects can be tailored to interns’ interests and abilities. The work environment is relaxed and fun while highly professional, and involves working with other high school, college, and graduate students. The internship is unpaid, but a rewarding experience and a great reference for college are guaranteed. Applicants must be totally reliable; committed to doing a good job; be detail-oriented; and have good social skills.

If interested send a cover letter and resume to:

Jan Orzeck, NORC Director, Hudson Guild
jorzeck@hudsonguild.org.

on the subject line note: Brooklyn Tech Summer Internship at Hudson Guild

If you have any questions, feel free to see me in Room 1W9 or contact me via email...Mr. Honor

Important Note: If you are selected for the internship, please inform Mr. Honor immediately via email at: bths.internship@gmail.com