

2019 GGP SUMMER INTERN JOB OPPORTUNITY LISTING

ASM INTERNATIONAL

MATERIALS PARK (RUSSELL)
9639 KINSMAN RD.

MATERIALS DATA ASSOCIATE INTERN

5 DAYS/WK 40 HOURS

www.asminternational.org

Content Department: Microsoft
Knowledge, Versatility with Excel
and Data keeping systems, Science
and Math interest and background

REQUIREMENTS:

- Must have High-School coursework in subjects related to engineering or physical sciences
- Familiarity/Versatility with Microsoft Excel and with database programs. Experience creating Web pages or editing HTML a plus.
- Strong attention to detail.
- Ability to understand engineering mathematics. Ability to convert units of measure.
- Ability to work independently and complete assigned tasks

JOB DESCRIPTION:

Intern will participate in the development of reference databases used for screening and selection of materials for engineering applications.

- Analyze materials engineering content data sets to identify overlaps and inconsistencies.
- Research data sets via the Web or using other resources such as library databases.
- Develop reports of activity.
- Prepare data and enter it into spreadsheets or using an online interface (training will be provided).
- Evaluate/Discuss data sets after content is entered and posted.

ASM INTERNATIONAL EDUCATION FOUNDATION

MATERIALS PARK (RUSSELL)
9639 KINSMAN RD.

FOUNDATION MARKETING INTERN

5 DAYS/WK 30-40 HRS

www.asminternational.org

Educational Foundation Division:
Strong Communication and Social Media Skills

REQUIREMENTS:

Interest in related fields (journalism, marketing, public relations, etc.); strong organizational and communication skills; understanding of a nonprofit organization; experience with word processing software, web content development and social media for business purposes; ability to work well with a variety of volunteers, participants and students to accomplish Foundation goals; ability to work well independently and in a team

JOB DESCRIPTION:

Prepare wide variety of written/online materials in cooperation with volunteers, staff, ASM marketing department and others; proper business posting to social media; create a "where are they now" booklet of past participants; create posters and website posts; assist with event planning and execution for anniversary celebration, student camp, and teacher training; work with member database to enter information and pull needed reports; other projects as they arise

CIBIK'S DAIRY ISLAND

CHAGRIN FALLS, OHIO
8295 E. WASHINGTON ST.

SERVICE INTERN

5 DAYS/WK 32 HRS/WK

www.dairyisland.com

Indoor/Outdoor, Customer Service, Social
Media, Marketing

REQUIREMENTS:

Willingness to learn; Imaginative; Creative; Strong Oral and Written Communication Skills; Punctual; Hard-working; Strong Computer Skills; Dedicated; Strong Customer service skills; Able to handle cash/make change and perform credit card sales

JOB DESCRIPTION:

Intern will attend team meetings, assist customers, give quality service, problem solve, learn about business operation, help create a budget and business plan, learn about entrepreneurship, create new ice cream offerings, assist in the maintenance of equipment and property

COMPANY 119

CHARDON
115 WILSON MILLS RD. #4

DIGITAL MARKETING INTERN

5 DAYS/WEEK – 32 HOURS

www.company119.com

Indoors, Computer Blogs, Social
Media, Marketing, Repetitive,
Web Design, Office, Graphic Design

REQUIREMENTS: Excellent computer skills; able to work well in Team setting or individually

JOB DESCRIPTION:

Intern will have 3 areas of focus which include Social Media Management and should have knowledge of Facebook, Twitter, LinkedIn, Google+, YouTube. Intern will also be responsible for Copywriting and Content Creation which will include concept and content strategies, client interviews, blogs, newsletters and press releases. Intern will also be responsible for Reporting, analytic and stats, which will include social media reports, google analytics reports, newsletter reporting and ongoing research and campaign reports.

GEAUGA COUNTY COMMON PLEAS COURT

CHARDON
100 SHORT COURT STE. 2A

ASSISTANT COURT INTERN

24 TO 30 HRS/WK MON – FRI

www.co.geauga.oh.us/commonpleas.com

Indoor, Office, Computer, Customer Service, Excel

REQUIREMENTS:

Interest in the Legal Field. Ability to work in a Professional Environment, Proficient in Microsoft Office, typing and data entry. Ability to keep information confidential. Ability to work with others and independently. Excellent written and verbal communication skills which includes spelling, reading and math skills. Able to understand and follow instructions. Professional appearance and demeanor necessary. Willingness to learn and follow directions. Ability to complete assigned tasks and multi-task.

JOB DESCRIPTION:

Intern will perform administrative tasks for Judges, Court Administrator, and Administrative Assistant to help manage their workload and court schedule. Intern will work with those in the Court of Common Pleas.

GEAUGA GROWTH PARTNERSHIP

NEWBURY

12373 KINSMAN RD SUITE C106

MARKETING INTERN

30 to 40 HRS/WK MON-FRI (1 SAT.)

www.geaugagrowthpartnership.com

Indoor, Computer, Customer Service, Office, Marketing, Social Media

REQUIREMENTS:

Prefer hands on experience with Microsoft Office software. Exposure to email marketing and experience with social media platforms is preferred. Experience developing and writing social media posts will require strategic thinking, writing, and conceptualizing. Experience in shooting and editing video is a real plus. Prefer a self-starter who is creative, writes well. Must have excellent organizational and communication skills. Event planning experience will be helpful as you will be immersed as a team member in planning a large-scale fundraising event, HomeGrown Geauga in August. **Driver's License and Reliable Transportation required due to unconventional work hours that are sometimes outside of a 9am-5pm day.**

JOB DESCRIPTION:

Intern will be part of a marketing team working on GGP events and special projects that incorporate event planning, email and social media marketing. Opportunities for skill development in website management, photography and videography production. This is a hands-on job where you will learn from seasoned pros and they'll learn from you about what makes the 16- 22 demographic tick. You will experience a broad range of GGP operations, learn how a non-profit economic development organization works as you engage with Geauga business professionals. You will be helping prepare for the Intern Recognition Dinner while also videotaping the experiences of your peers. **Must be able to work independently and in a team setting, brain storm ideas, and eager**

GEAUGA PARK DISTRICT

MIDDLEFIELD

9160 HAYES RD.

MAINTENANCE/FACILITIES INTERN

VARIOUS DAYS 40 HRS/WK

www.geaugaparkdistrict.org

Analytical thinking, Customer Service, Commitment to Safety, Good Communication Skills

REQUIREMENTS: MINIMUM AGE 18

Able to lift 100 pounds; Valid Ohio Driver's License; Good Driving Record; Team oriented; Work Outdoors in all types of weather; Thorough understanding of Geauga Park District's mission

JOB DESCRIPTION:

Perform a variety of maintenance tasks including mowing & trimming, cleaning of park facilities & restrooms, splitting & hauling of firewood, painting of park facilities & signs, dispose of trash. Post public use permits and notices of various kinds. Set up for park programs and exhibits. Operate and perform basic maintenance on park equipment including trucks & trailers, mowers, and tractors. Assist with construction projects.

Should be able to work under adverse conditions following an irregular schedule, including weekends and holidays. Work may require heavy physical exertion. Ability to interact with fellow employees and the public with tact and diplomacy. Possess an appreciation and support of the Geauga Park District philosophy to preserve, conserve and protect the natural features of Geauga County.

GREAT LAKES CHEESE CO.

HIRAM (TROY TWP.)
17825 GREAT LAKES PARKWAY

QUALITY ASSURANCE INTERN

40 HRS/WK MON - FRI

www.greatlakescheese.com

Indoor, Factory, Lab, Computer, Filing, Manual Labor,
Customer Service, Repetitive

REQUIREMENTS: MINIMUM AGE 18

Self-starter and detail oriented, Familiar with Microsoft word, office and access programs. Should be familiar with basic laboratory equipment and practices. Organized, Team Player, Accountable, Good Oral and Written Communication Skills. Must be comfortable working in refrigerated areas.

JOB DESCRIPTION:

Intern will conduct all required daily laboratory activities alongside technicians, calibrate lab equipment and report deficiencies. Intern will perform root cause analysis of quality related incidents with quality and production teams. Intern will identify inefficiencies in lab and factory processes related to product quality and look for improvements.

HEXPOL COMPOUNDING LLC (BURTON RUBBER)

BURTON
14330 KINSMAN RD.

IT ASSISTANT INTERN

40 HRS/WK MON – FRI

www.hexpolcompounding.com

Indoor, Factory, Lab, Computer

REQUIREMENTS: MINIMUM AGE 18

Basic computer hardware and software knowledge, Able to read and comprehend written instructions, excellent verbal and written communication skills, Basic math skills, Interpersonal Skills (cooperation, collaboration, self-motivated, ability to get along well with others).

JOB DESCRIPTION:

Intern will maintain open line of communication with Manager, electronically scrub laptops/desktops for malware, viruses, ransomware, spyware, adware and other malicious programs. Intern will set up desktops and laptops for employee use, clean-up areas, verify and properly operate hand scanners, scale heads, etc., assist in sending damage parts for repair, qualify machine functionality, learn programming of devices, assist in anti-virus reports, follow all safety policies and procedures

KINETICO INCORPORATED

NEWBURY
10845 KINSMAN RD.

**MECHANICAL/MANUFACTURING ENGINEERING
INTERN**

40 HRS/WK MON – FRI

www.kinetico.com

Indoor, Factory, Lab, Office, Computer

REQUIREMENTS:

VALID DRIVER'S LICENSE, Able to lift 20 pounds and maneuver 100 pounds with dolly, Daily transportation, self-starter, manufacturing and/or engineering interests, college plans or participation, mechanical aptitude, understanding of power tools, good analytical and problem solving skills, good computer skills including working knowledge of Word, Excel and Outlook, visual and mental attention to detail, good verbal communication skills, math skills, organizational skills, ability to multi-task.

JOB DESCRIPTION:

Intern will participate in the follow tasks but not limited to those listed; product rework, production part verification, production assembly review, production process evaluation, process documentation and evaluation, vended part verification and testing, product performance testing and documentation and navigating various computer programs for data.

MAYFIELD SAND RIDGE GOLF CLUB

CHARDON
12070 MAYFIELD RD

GROUNDS CREW INTERN

5 DAYS/ WK - 40 HOURS – W/OCCASIONAL
WEEKENDS
www.mayfieldsandridge.com
Outdoors, Manual Labor

REQUIREMENTS: VALID DRIVER'S LICENSE, RELIABLE TRANSPORTATION, SOMEONE INTERESTED IN TURF GRASS/ ARBORICULTURE/ GOLF FIELD OR ENVIRONMENTAL DESIGN WOULD BENEFIT FROM THE POSITION

JOB DESCRIPTION:

Intern expected to play a vital role in preparing golf course for member and tournament play on a daily basis; mowing of greens, tees and approaches; bunker maintenance; rotary mowing and string trimming; golf course construction projects

MERCURY PLASTICS

MIDDLEFIELD
15760 MADISON RD.

FABRICATION INTERN (2 POSITIONS)

5 DAYS/WK 6-8 HRS /DAY
www.mercuryplastics.com
Fabrication Department: Factory,
Repetitive, Manual Labor

REQUIREMENTS:

Math skills, attention to detail, self-motivated, good hand to eye coordination, responsible, punctual

JOB DESCRIPTION:

Intern will operate various heating, forming, splicing and punching machines; adjust stock; bend and cut plastic; Inspect products for quality and conformance; prepare products for shipping; learn and follow all ISO procedures; participate in pay for performance programs

MERCURY PLASTICS

MIDDLEFIELD
15760 MADISON RD.

ELECTRON BEAM INTERN (2 POSITIONS)

5 DAYS/WK 6-8 HRS /DAY
www.mercuryplastics.com
Electron Beam Department: Factory, Repetitive
Manual Labor

REQUIREMENTS:

Attention to detail, self-motivated, good hand to eye coordination, responsible, punctual

JOB DESCRIPTION:

Pack and process products for process through Electron machine; Inspect for quality and conformance; Prepare for shipping; Learn and follow all ISO procedures; Participate in Pay for Performance Program

METZENBAUM SHELTERED INDUSTRIES "MSI"

CHESTERLAND
8090 CEDAR RD.

**OFFICE ASSISTANT INTERN
HUMAN RESOURCES DEPT.**

10 AM – 2 PM/ 3 TO 5 DAYS/WK

www.geaugaadd.com

Indoor, Office, Computer, Social Media, Customer Service

REQUIREMENTS:

Microsoft Office, Excel and Word Proficiency. Compassion for individuals with disabilities

JOB DESCRIPTION:

Intern will assist the HR Director with processing employee files, hiring activities, scheduling, interviews, and medical appointments. Intern will make phone calls, edit compliance files. Intern will have daily contact with individuals with disabilities

MONTVILLE PLASTICS

PARKMAN
15567 MAIN MARKET RD.

HUMAN RESOURCE INTERN

24 HOURS/WK 3 DAYS/WK

www.montvilleplastics.com

Indoor, Office, Computer, Customer Service

REQUIREMENTS: MINIMUM AGE 18

Computer Skills; Strong Written and Oral Communication Skills; Ability to work independently and as a Team member

JOB DESCRIPTION:

Create cohesive new employee onboard packet; Organize company New Hire files; Understand basic onboarding of new employee; file; phone screening interviews; scheduling interviews; learn day to day responsibilities of manufacturing Human Resource Dept.

MOOR HOME SOLUTIONS

CHAGRIN FALLS
9536 WASHINGTON ST.

CONSTRUCTION INTERN (2 POSITIONS)

24 TO 32 HRS/WK MON-FRI

info@choosemoor.com

REQUIREMENTS: MINIMUM AGE 18; ABLE TO LIFT 75 LBS.

Experience in carpentry, building, wood working, etc.

JOB DESCRIPTION:

Intern will work as assistant to project manager in residential repair and remodeling of Moor Home Solutions; Intern will learn tools and how they are used, cleaned, stored; how to set up and take down; be an active assistant on jobs; keep the job site clean and organized; participate in safety meetings and strictly follow all safety guidelines; Intern will not be required to be on roofs or climb a ladder higher than 8 feet.

NMS CERTIFIED PUBLIC ACCOUNTANTS

CHARDON
121 SOUTH ST.

ADMINISTRATION INTERN

24 HRS/WEEK – DAYS FLEXIBLE

www.neececpa.com

Indoor, Office, Computer, Customer Service

REQUIREMENTS:

Computer knowledge, excellent verbal and written communication skills, organized

JOB DESCRIPTION:

Assist Administration and Tax Departments with general clerical duties. Including but not limited to typing, faxing, printing, stapling, scanning, answering phones and general system maintenance projects in firm software.

Intern will utilize MS Office suite, Thomson Reuters Software and basic office equipment in order to perform general administrative and clerical tasks. Intern will be trained by multiple members of the administration department on an as-needed basis.

RONYAK BROTHERS PAVING

BURTON

14376 N. CHESHIRE ST.

ACCOUNTING/HUMAN RESOURCE INTERN

24-30 HRS/WK MON - THURS

www.ronyakpaving.com

Indoor, Outdoor, Office, Computer, Customer Service, Social Media, Repetitive

REQUIREMENTS: VALID DRIVER'S LICENSE AND YOUR OWN TRANSPORTATION

Excellent Verbal and Written Communication Skills, Microsoft Office, Excel, PowerPoint, Ability to multi-task and remain motivated while working independently and complete projects in a timely manner

JOB DESCRIPTION:

Intern will be responsible for day to day general office duties including but not limited to: answering phones, customer service, supporting Accounts Payable, Supporting Contract Management, data entry, contracts, Supporting Human Resources, help transition to streamline DOT recordkeeping process, EAPs for all facilities, monthly employee newsletter

SHEOGA HARDWOOD FLOORING

MIDDLEFIELD

15320 BURTON WINDSOR RD.

PRODUCTION/PLANT INTERN

35-40 HRS/WK 5 DAYS/WEEK

www.sheogaflooring.com

Indoor, Outdoor, Factory, Multiple Departments, Repetitive, Manual Labor, Office

REQUIREMENTS: MINIMUM AGE 18**Good leather work boots, a necessity.** Steel toe shoes a plus but not mandatory. Long slacks: jeans or comparable heavy fabric to protect legs. T-shirts are acceptable with no foul language or references – close fitting shirts are important. Dependability, timely, willing to listen to directions and follow instructions. When the intern gets to the office portion of the internship, they will assist with FSC audits and knowledge of MS-Excel would be a plus.**JOB DESCRIPTION:**

Intern will begin working in the grading shed, assisting in the process of grading/stacking green lumber for air & kiln-drying. (This process is strenuous). Intern will spend time becoming familiar with the kiln-drying process and testing moisture content of the raw wood. Intern will spend time in the ripping bay where lumber is defected, sized and stacked by grade/width. Intern will end-match and assist in packaging and prepping goods for shipment. Intern may work processing the textured flooring and assist in engineered flooring.

Intern will sit in Safety Committee meetings monthly, and Safety and Production discussions. Intern will attend Management meetings with executives to discuss company issues.

TROY CHEMICAL INDUSTRIES, INC.

BURTON

17040 RAPIDS RD.

LAB ASSISTANT INTERN

8 to 4:30 40 HRS/WK 5 DAYS/WK

www.troychemical.com

Office, Factory, Lab, Computer, Manual Labor

REQUIREMENTS: MINIMUM AGE 18, NON-SMOKER, PASS DRUG TEST

Math Skills, High School Chemistry, Physics, Biology, Computer Skills, Microsoft Office a plus

JOB DESCRIPTION:

Intern will handle chemical solutions, perform quality control, write specifications, and enter data into Quality Control Systems using spreadsheets. Intern will also fill in where needed.

ULLMAN OIL
CHAGRIN FALLS
9812 WASHINGTON ST.

FACILITIES ASSISTANT INTERN (2 POSITIONS)
8 HRS/DAY 3 DAYS/WK
www.ullmanoil.com
Indoor, outdoor

REQUIREMENTS: NOT AFRAID OF HEIGHTS; ABLE TO LIFT 50 LBS.

JOB DESCRIPTION:

Intern will work on ladders; Maintain safe, secure and welcome condition of facilities and grounds; inspect facilities daily; address conditions as needed; manage upkeep of equipment and supplies to meet health and safety standards; engage in preventive maintenance, repair or cleaning; familiar with weekly schedules

ULLMAN OIL
CHAGRIN FALLS
9812 WASHINGTON ST.

SAFETY AND COMPLIANCE INTERN (2 POSITIONS)
8 HRS/DAY 3 DAYS/WK
www.ullmanoil.com
Indoor, computer skills, office, excel, PowerPoint

REQUIREMENTS:

Excellent oral and written communication skills; High level of confidentiality; Strong work ethic; People and Organizational skills; Flexibility and able to learn multiple functions in Safety, Compliance, Recruiting, Human Resources and Training.

JOB DESCRIPTION:

Intern will assist in safety meetings and training; Plan, Develop and Evaluate programs; Assist in monitoring, developing and planning training; Conduct safety inspections and surveys; Assist with driver training and safety meetings; Manage records in accordance with all government regulations; Prepare findings with recommendations for follow up. Assist in monitoring accident investigations and safety training and improvement.

UNITED WAY SERVICES OF GEauga CO.
CHARDON
209 CENTER ST.

ENGAGEMENT/MARKETING & RESOURCE INTERN
20 HRS/WK FLEXIBLE DAYS
www.uwsgc.org
Indoor, Computer, Customer Service,
Office, Social Media, Marketing

REQUIREMENTS:

Excellent oral and written communication skills, Organizational skills, Computer knowledge

JOB DESCRIPTION:

A Summer Intern with United Way Services of Geauga County will be provided with the opportunity to learn firsthand about the health and human service sector in Geauga County, as well as gain increased knowledge about the role and functions of United Way within the system of care. In addition, the Summer Intern will serve as an ambassador for the health and human services network in Geauga County.

Duties (in partnership with United Way staff members) may include:

- Participating in a variety of fundraising activities that will include analyzing, planning, and implementing successful campaigns and events
- Writing press releases
- Developing and implementing volunteer events within the community
- Interacting with non-profit agencies to gather information about their services and partnership with United Way
- Crafting social media updates; researching education, income, health topics
- Possible website development

UNIVERSITY HOSPITALS/GEAUGA CAMPUS

CHARDON
13207 RAVENNA RD.

COMMUNITY OUTREACH INTERN

25-40 HRS/WK MON – SAT (DAY OFF DURING WK)

www.uhhospitals.org/geauga

Indoor, Computer skilled, Customer Service skills

REQUIREMENTS: MUST HAVE VALID DRIVER'S LICENSE AND OWN TRANSPORTATION

Interest in pursuing a career in the healthcare administration or marketing; Excellent computer skills (MS office, PowerPoint, Excel); Good organizational skills, detailed oriented, and ability to multi-task; Strong oral, written & interpersonal communication skills required; Proven diplomacy and demonstrated ability to problem-solve; Able to work independently.

JOB DESCRIPTION:

Assisting Outreach Staff with planning of events; set up and cleanup after events; filing; marketing; data entry; community involvement through aid, education and assistance