

Spring 2012 Internships

Job Title: Bridge the Gap Intern (Spring 2012)

Location: Gettysburg, PA

Hours: 15-30 hours per week (dependent on student availability and internship requirements)

About: Experience BTG, Inc. is a nonprofit corporation dedicated to providing training, resources and leadership development for the emerging workforce. In 2011, the team launched a leading-edge program, Bridge the Gap Getaway, which involved upcoming seniors and recent college graduates in a two-day leadership retreat. The Bridge the Gap faculty seeks an energetic undergraduate intern team of campus leaders to invest in the goals and execution of this nonprofit program. Applicants should be involved in community service, campus organizations, and have a strong sense of leadership among peers. The student interns will receive an invaluable opportunity to impact the organization with innovative ideas and strategies, contributing to a growing nonprofit organization, participating in curricula composition, with support of program coordination, marketing and advertising. Our student interns attend our staff meetings, contribute to organizational strategy and are a key component of our core team.

Job Responsibilities:

- Support internal staff members in the execution of publications, training materials, marketing materials and social media campaigns
- Contribute to the design and execution of online training materials
- Work with learning specialist to support instructional design and curriculum development
- Plan Bridge the Gap Getaway logistics and coordination
- Assist in the Accounting Department
- Complete special projects as assigned

Note: An intern team will be comprised of four (4) individuals with different strengths and skills sets. Responsibilities will be assigned accordingly. Students from a variety of majors and career interests are encouraged to apply. **Key Skills:**

- Ability to work independently and as part of a team
- Peer respect and favor through student committees, campus government and organizations, and community support and service.
- Ability to manage social media components
- Strong leadership skills
- Desire to impact the lives of your peers, growing yourself in the process

Compensation: Students will receive course credit upon completion of the internship.

To Apply: To apply, please send a resume to Nicole Grant at ngrant@knovex.com by Friday, November 7, 2011. Interviews will be scheduled as soon as possible with candidate 4 person intern team selected by no later than Friday, November 18, 2011. The position would begin according to intern availability and continue through May 2012.