



CAREER SERVICES

**ACADEMIC INTERNSHIP OPPORTUNITIES – Fall 2019**

*Updated: February 12, 2019*

**ANTHROPOLOGY/SOCIOLOGY**

*Requires student to meet with a faculty member in Anthro/Soc to discuss interest and secure approval and signature on internship application. Anthro/Soc 460 qualifies for F11 credit.*

**Agape Child & Family Services, Communications and Public Relations Intern:** Agape Child & Family Services is offering this position to a capable student with a flair for public speaking and galvanizing support. This student will assist with the recruitment and retention of volunteers for Agape Child and Family Services. Please note: Students must have clear background checks and also be able to sign the affirmation of faith.

**Agape Child & Family Services, Families in Transition Intern:** Agape Child & Family Services is offering this position to two students with a heart towards aiding homeless women and children. This is an opportunity to put studies to action in a true urban setting with the support of experienced staff. Please note: Students must have clear background checks and also be able to sign the affirmation of faith.

**Agape Child & Family Services, Powerlines Community Network Intern:** Agape Child & Family Services is offering this position to three students with a desire to work and improve the lives of at-risk children and communities. This is an opportunity to put studies to action in a true urban setting where your ideas and time make a big difference. Please note: Students must have clear background checks and also be able to sign the affirmation of faith.

**Agape Child & Family Services, Powerlines Community Network Research Intern:** Agape Child & Family Services is offering this position to a highly driven student with great ideas, superb follow-through, ability to do research, project management and excellent command of the language. Student must be well organized, tech savvy, dependable, resourceful. Most important they must have compassion to work and improve the lives of at-risk children and communities in Memphis. Please note: Students must have clear background checks and also be able to sign the affirmation of faith.

**Choices Memphis Center for Reproductive Health:** The Parallel Paths Statewide Coalition Project Intern will provide support to the Parallel Paths project funded by the MAC AIDS Fund and AIDS United-Southern Reach grants. This position will work directly with the Community Partnerships Coordinator on all project tasks. This position will also provide opportunities to serve as a patient advocate in order to better understand Choices' clinical philosophies and practices that inform the Parallel Paths project.

**Freedom Preparatory Academy:** Assist in the development and implementation of all aspects of building Freedom Preparatory Academy (a 6 – 12 charter school) including student recruitment, community outreach, event planning, logistics, hiring, and community meetings. Must have strong oral communication skills, writing and research skills, and demonstrate the ability to manage multiple tasks.

**OUTMemphis, Development Intern:** Write, edit, and plan grants; conduct funder and foundation asset mapping; work on direct mail fundraising campaigns; assist staff with OUTMemphis' Annual Report; support Board Members in meeting their fundraising goals. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**OUTMemphis, Event Planning Intern:** Provide event support, including event planning, setup, and takedown; work to recruit and organize event volunteers; find and connect with local LGBTQ artists and musicians to help build a robust

calendar of artistic and cultural events. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**OUTMemphis, Volunteer Coordinator:** Provide support for regular volunteer coordination tasks, such as signing up new volunteers, conducting Volunteer Orientation, and maintaining volunteer records; work to recruit and organize volunteers at events; connect with LGBTQ groups to recruit individual volunteers and organize volunteering group events. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**Pink Palace Museum Collections:** The intern selects a research topic within an area of interest- anthropology, botany, geology, history, or zoology for research. The intern is assigned a collection of objects to describe in detail and then produces a "user catalogue" consisting of a background paper and detailed descriptions of the objects. Participates in a field-collecting trip and interacts with the administration, exhibits, and education departments.

## ART

*Requires Professor David McCarthy's signature on internship application. In addition, a student must complete a short petition, not to exceed 300 words, explaining why you wish to undertake an internship, how it fits with the goals of the Rhodes Vision, and how it will complement your academic study of art; the petition is submitted to the faculty but does not need to be submitted to Career Services. Art 460 qualifies for F11 credit.*

**Anna Wunderlich Art Consultation:** Intern will work closely with lead art advisor to help clients and designers with art selection and placement, gaining exposure to the practicalities of the art world. Intern will be involved in cataloguing artists and galleries of interest both in a new web-based gallery management software, ArtCloud, and in hard copies for client collections. Intern will also assist with market research through art show and event attendance, help with installations/hanging/framing selection, work on social media initiatives, and coordinate exhibitions.

**At Home Memphis Magazine, Design Intern:** Assistant to the editor & graphic designer; Help answer phones and do typical office duties; Help design ads; Shoot various images for entertaining, social, etc. sections; Research various items for graphic designer; Contact various P.R. representatives and request information on products and high resolution photographs; Convert all images from manufacturers to high-res. cmyk.

**ArtsMemphis, Communications & Development Intern:** Helping with community education efforts and arts advocacy. May assist with newsletters; creating and proofing internal correspondence; proofing internal correspondence; proofing printed pieces; assist with mail campaigns to donors, etc.

**Memphis Brooks Museum of Art:** These internships are arranged on an individual basis.

**UrbanArt Commission, Project Management Intern:** The mission of UAC is to enhance and elevate the quality of life in Memphis and Shelby County by promoting and facilitating public art and urban design. Responsibilities include administrative duties, assisting in reach and development projects, and supporting advocacy efforts.

## BUSINESS

*Requires Professor Pam Church's signature on internship application. You must be a Business major, bridge or minor to register for Bus 460. Bus 460 can only be taken once and only for four credits. Bus 461 can only be taken for one credit after the completion of Bus 460 but may be taken multiple times. Bus 460 qualifies for F11, but Bus 461 does not.*

**ALSAC, Marketing Intern:** Requires an independent application; please apply directly to ALSAC. To view a list of current offerings at ALSAC, go to: [stjude.org/jobs/alsac.html](http://stjude.org/jobs/alsac.html). You must register through Rhodes for academic credit once the internship has been approved by ALSAC.

**Baker Donelson, Marketing and Business Development Intern:** Intern will work with customer relationship management database support, public relations and credentialing efforts, event planning, and prospect, client and other research. Must undergo a professional conflicts check and comply with Baker Donelson's information privacy and security requirements.

**Ballet on Wheels Dance School & Company:** Develop competencies specific to non-profits in market planning and business writing; Write and submit press releases to local news media (online/print); write business letters for sponsorship requests and other written communications for dance company events; Writes/edits branding school and communication material, as need be; develops and coordinates event campaigns for spring community dance events.

**The Barnett Group, Benefits Intern:** The intern will review Medical, LTD, Group Life and Dental Summary Plan Descriptions. The intern will audit Brokerage Builder forms for accuracy, making sure contacts are up to date. Other responsibilities include reviewing proposals prior to meetings with clients, meeting with clients to review their current benefits or conduct enrollment meetings, and calling insurance companies to order ID cards, review medical claims, billings, etc.

**Bartlett Area Chamber of Commerce, Economic Development Intern:** Assist in gathering pertinent data (economic, demographic, industrial, etc.) that is used in marketing the community as well as strategic planning; assist in identifying relevant issues (political, workforces, housing, etc.) that could have an impact on the community; attend selected BACC events.

**Beale Street Management, Marketing & Events Internship:** Monitor and post on blogs, forums and social networks; Assist in the distribution or delivery of marketing materials; Provide support to social media efforts; Assist with the planning & coordination of meetings and events; Event planning, promotion and on-site execution including setup & breakdown; Maintain up-to-date event documents including site schedule forms and action plans; Procure & organize supplies for events; Position will shadow marketing department staff, offer input into projects, will be invited to meetings and may be asked to assist other departments.

**Boys & Girls Club, Marketing and Communications Intern:** The intern will be responsible for helping promote the organization in the community, collect news, updates and video from the Clubs to create a regular E-news update for board members, volunteers and donors. This position may also include media and alumni outreach and writing press releases for Club events. Must complete a background check and be willing to participate in random drug screenings.

**Copeland Coaching, Social Media Intern:** Intern will assist in formulating social media plans and measure and document the impact of social media. Responsibilities will include: researching, adding new job postings and networking events to the blog, creating daily social media posts, uploading data, and tracking the growth and the impact of social media on the business.

**Corky's, Accounting Intern:** Applicant should have 3.5 GPA in accounting; team oriented and good team player. Intern will be responsible for completing daily sales and inventory journals and other projects as seen fit. Learn about accounting principles, financial decision-making processes, and other general business questions.

**Dixon Gallery and Gardens, Development & Special Events Intern:** Assist with coordination of onsite and offsite membership events, including scheduling, invitations, responses, follow up emails, set up, and clean up; Work with the Special Events Manager and Development Officer to develop membership sales promotions at all events; Serve as a member of the onsite sales team; Prepare and submit written articles for the Dixon newsletter regarding events; Work with the Communications staff to create opportunities to market membership and event awareness through visitorship and MCVB events and promotions.

**Duncan Williams, Financial Intern:** Intern will gain exposure to financial analysis associated with bond portfolios, market trends, and the underlying data/information related to computing rates of returns and risk. The position will involve significant computer modeling and research related to various factors and scenarios. The candidate should be pursuing career in finance.

**Economic Development Growth Engine (EDGE):** Assist with developing presentations for the Economic Development Incentives marketing; utilize spreadsheets, databases and project tracking software to provide up-to-date information and drafts reports for staff and local decision-makers; assist in preparing detailed research and analytical studies of economic, social and statistical data including research and analysis of the financial viability of businesses considering location in Memphis.

**The Exceptional Foundation of West Tennessee, Program Management/Marketing Intern:** The intern will work on projects for the executive director, program director, and program coordinator. He or she will also assist with marketing, business, strategic plans and with program development marketing materials. The intern will attend marketing committee meetings, and work on online and print media. (Must have technology experience with a variety of different software). Interns will attend marketing seminars and meetings at local schools in order to recruit participants.

**Family Safety Center, Development Intern:** The intern will research and write development materials, develop and maintain databases, and assist in campaigns and fundraising events.

**Family Safety Center, HR Intern:** The intern will directly assist the Director of Human Resources and Finance with a wide range of projects related to HR compliance, recruiting, onboarding/orientation, employee benefits, and Accounts payable and receivable, and payroll duties.

**FedEx, Market Analysis Intern:** Assist in providing quantitative and qualitative analysis of industry and competitor situations in markets of interest to FedEx including scheduling analysis, market analysis, competitor analysis, and industry analysis. 3.2+ overall GPA strongly preferred.

**FirstBank:** Interns will be exposed to all facets of commercial and retail banking as well as be asked to perform projects and engage in research. Such projects include: financial analysis, demographic research, deal and structure analysis, customer interface, etc. There will be one group project where you will be asked to perform a review of existing federal and state legislation applicable to the commercial banking industry and present formal recommendations for amending the legislation. This opportunity is only open to seniors with a 3.25+ overall GPA.

**Germantown Athletic Club, Marketing/Social Media Intern:** Ensure consistent, informative, and appropriate social media content for the many different platforms Germantown Athletic Club participates in; Create new posters and promotion materials for the Club; Assist with the Club shop.

**Germantown Athletic Club Operations/Management Intern:** Work with management staff to learn the operations of the many aspects of the Germantown Athletic Club; Participate at all levels in programming, operations, budgeting, billing, facility maintenance, and special projects.

**GiveGood, Marketing Intern:** GiveGood is a benefit corporation (B Corp) that empowers millennial on the autism spectrum through work, place, and purpose. Responsibilities include: creating apparel and product packaging design; development and implementation of branding strategy; maintenance of social media; designing their weekly newsletter using MailChimp; corresponding with local and national celebrities in order to secure endorsements; strategizing a marketing campaign aimed at increasing our social media followers and increasing sales; assisting in managing pop-up events in the Memphis area; maintain the website design.

**GiveGood, Sales and Collaborations Intern:** GiveGood is a benefit corporation (B Corp) that empowers millennial on the autism spectrum through work, place, and purpose. Responsibilities include: researching and managing events or areas to host GiveGood popup events; managing partnerships with local retailers to restock GiveGood inventory and foster a mutually beneficial collaboration; seeking out new partnerships with local retailers; researching, seeking out, and managing national sales accounts; strategizing how to increase GiveGood sales nationally.

**Green Square Capital, LLC, Financial Analyst:** Gain exposure to trading concepts in relation to market conditions; observe active equity and fixed income trading; assist with the creation of monthly Capital Markets overview. 3.2 minimums overall and major GPA required.

**Innovate Memphis:** Intern responsibilities include: secondary research on subject matter using their Bloomberg network, other professional affiliations, and internet research to look to what peer cities are doing to address similar issues in their cities; helping to facilitate, organize and document first-person research including focus groups, interviews, and ride-alongs; aid in preparing for and executing events with key stakeholders, including City Council, Mayor and Executive team, and Community leaders in our priority areas; financial model research.

**Investment Performance Services, Group Investment/Audit Intern:** Analyze and record monthly activity of clients' accounts; assist in preparation of monthly and quarterly reports on financial standing; assist with special reports requested by the client or independent auditors and CPAs.

**Leadership Memphis, Communications Coordinator:** Duties vary but will include research and create media/ mailing lists, materials development, media monitoring and posting, selective media outreach, and promotion for events. Background in journalism, public relations, or marketing is a plus.

**Lexington Asset Management:** Responsibilities include: Audit of lease files for compliance and accuracy; interact with vendors and property staff regarding rehab projects; download financial statements and provide reports as needed; provide interim financial review of property performance; complete market analysis surveys of competitive properties; advertise on social media; assist with due diligence on Real Estate transactions; create financial models using multiple criteria.

**Memphis Brand Initiative, Marketing Intern:** MBI leads a concerted effort to bring the best techniques in digital, marketing, and communications together to bolster Memphis' reputation on a local, national, and international level. The marketing intern will: support the Director of Marketing with special projects including the creation of branded graphics and organizing special events; assist with ongoing research work related to marketing; create content around your experiences as a Memphian and as an MBI intern; provide support to ongoing website development, contribute ideas to overall UX and design; assist in search engine optimization (SEO), search engine marketing (SEM), and pay-per click (PPC) marketing.

**Memphis Jewish Community Center, Social Media Intern:** The intern researches, prepares, develops and updates social media content to support and enhance the organization's brand and operations. This person's duties will include: Create and maintain a strong online social media program designed to stimulate traffic, generate buzz, increase brand awareness and direct response goals; Implement online marketing strategies through social media accounts; Create engaging text, image and video content and design posts to sustain readers' curiosity and <sup>[[SEP]]</sup>create buzz around community center; Develop an optimal posting schedule, considering web traffic and customer engagement metrics; Assess the effectiveness of multiple social media efforts via tracking, analyzing and presenting <sup>[[SEP]]</sup>meaningful measurements for both marketing and non-marketing audiences; Produce monthly/weekly social media reports detailing key insights, popular content topics, and <sup>[[SEP]]</sup>monitoring results. <sup>[[SEP]]</sup>

**Memphis Public Library and Information Center, Social Media Specialist:** The student will work in the Library's Marketing Department under the guidance and supervision of the Library's Public Relations Supervisor. Duties will include developing the social media plan, contributing to the development of Library social media policies and procedures, and ultimately launching the Library's marketing efforts through Twitter. This endeavor requires the student to develop, with supervisor assistance and approval, tweets that promote increased Library customer awareness, knowledge, and participation of and in the Library's various services and programs. The student also will develop strategies to increase customers' interaction with the Library's social media pages.

**National Civil Rights Museum, Development Intern:** Assist in development of a member program; Research a grant or funding prospect; Assist in the planning, development and execution of the annual Freedom Award fundraising event.

**National Civil Rights Museum, Finance Intern:** Assist with month-end financial reports; Assist with audits; Help with accounts receivable, payable and general ledger data entry; Assist with monthly inventory.

**The New Memphis Institute, MemphisConnect Intern:** Plan events for a luncheon series celebrating what gives our city life; draft correspondence on behalf of Director; build relationships with newcomers to the city of Memphis.

**Opera Memphis, Accounting Intern:** The Opera Memphis Accounting intern will provide support to all areas of Accounting.

**Opera Memphis, Communications/Marketing Intern:** The Opera Memphis Communications Intern will provide support to all areas of PR and Marketing. Direct responsibilities will include: managing and creating content for Facebook, YouTube and Twitter; drafting email newsletters; managing new subscribers to the mailing list; staffing marketing tables at community events; documenting Opera Memphis events (photography, videography and/or live

blogging); coordinating outreach events; managing and facilitating interviews with visiting artists; creating/curating digital archive of Opera Memphis history. Familiarity with Word, Facebook, Twitter, and YouTube is required. Familiarity with Constant Contact, WordPress, iMovie/FinalCut, Photoshop is a plus.

**Opera Memphis, Development Intern:** Student should be interested in information collection and record keeping related to donors and prospects. Duties will include data maintenance and report creation; gift processing and donor stewardship activities; reconciliation/consolidation of donation data.

**Planned Parenthood:** Various opportunities available depending on the semester. See website for more information: <https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi/get-involved-locally/volunteer>.

**Public Financial Management, Finance Intern:** PFM is the leading provider of financial advisory services for the state and local governments) Analyze and update debt profiles for clients, including comparing static refunding analyses to option value analyses. Intern will learn bond pricing routines, municipal bond structures, and option value analysis. Required 3.0+ GPA.

**Red Door Wealth Management, Research Analyst:** This intern will be tasked with researching, analyzing and doing due diligence on alternative investment strategies from firms across the U.S. The intern's main project will involve taking a list of 850 alternative investments researching the company and their unique strategy.

**Shamrock Industries, Social Media/Sales Ecommerce Intern:** Develop an online marketing plan, assist with Ecommerce web portals, carry out a professional branding plan, maintain and update Shamrock's website and social media profiles.

**Southern Growth Studio, General Marketing Intern:** Assist in performing market research to define customer issues, ideate solutions, generate innovative strategies, and analyze potential. Compile primary and secondary research data on the industries, competitors, and customers of Studio clients and put results into a report/presentation form. Assignments may include market trend research, customer needs assessment, interviewing, and field research. Creativity and familiarity with Survey Monkey is a plus. Requires a minimum 3.0 GPA and a class standing of junior or senior.

**SSM Partners:** SSM is a tech growth equity firm out of East Memphis operating out of their 5<sup>th</sup> fund, actively investing \$5-20m into software companies with ~\$5m+ of revenue. The intern(s) will be 50% focused on sourcing/deal generation and evaluation, 25% administrative, 25% on assisting with the upcoming fundraising process. This is a great opportunity for any student looking for a potential career in finance or alternative asset management to see what venture capital and private equity are all about.

**Start Co., Operations Intern:** Assist with all facets of operating and preparing for accelerator programs that take startup companies from idea to investment ready. This internship places an emphasis on accelerator boot-camp planning, scheduling, curriculum design and development, as well as assistance with events and social media management.

**Sullivan Branding, Management & PR Intern:** Must be have background in PR, marketing, advertising, or other related areas. Intern will perform fundamental work within account management and public relations as well as offering exposure to other facets of the business. The primary responsibility of this position is to assist the account manager. Minimum of 10-15 hours per week. Responsibilities include: developing press releases; research and analysis; participating in client meetings, presentations, etc. when directed; assisting with various administrative duties.

**Thistle & Bee, Social Enterprise Intern:** Thistle & Bee exists to serve victims of human trafficking in West Tennessee. Their social enterprise is built around the manufacture and sale of products made with the honey and herbs produced in their apiaries and gardens. Survivors employed by Thistle & Bee will gain skills and experience needed to rebuild their lives. Social enterprise internships are for applicants who have interest in marketing, sales, social media communications, public relations, business development, and administration. Interns must have access to a laptop.

**Welcome to Memphis, Programming Intern:** Developing solutions for mobile training and instruction design; working closely with W2M staff and technology consultants; evaluation of training program's impact on participants, both businesses and individual employees; compiling survey results, data entry, week-to-week tracking, and analytic reporting; weekly maintenance and updates to the calendar of events developed for concierge use; compiling event info from multiple listings and sources, back-end access to the website, entering event details, and tagging entries to enable sorting/viewing by category.

## **COMPUTER SCIENCE**

*Requires students to meet with Professor Betsy Sanders to discuss interest and secure approval and signature on internship application. Computer Science 460 qualifies for F11 credit.*

**Code Crew:** See Professor Sanders for more information.

**The Danse:** See Professor Sanders for more information.

**FedEx:** Projects vary by semester; should be a second semester junior or a senior with a minimum 3.2+ overall GPA strongly preferred.

**IMC, Java and Web Development Intern:** IMC Companies is a rapidly growing Transportation and Logistics service provider headquartered in Memphis, TN focused on the international intermodal business market. The successful candidate will be actively participating as a member of a software development project team focused on automating supply chain processes. They will gain firsthand experience in business analysis/requirements gathering, software development and testing. Additionally, they will gain an in-depth understanding of the international intermodal industry.

**Meridian Econometrics, LLC, Software Development Intern:** Support the lead application developer, deliver and deploy UX and front-end enhancements to platform, and create necessary documentation. Intern should have knowledge of CSS and JavaScript (essential) and Experience with Ruby/rails applications.

**Regional Health One:** Provides both remote and on-site technical support at the desktop level; troubleshoots and resolves both hardware and software issues regarding network connectivity, printer, and PC; researches, analyzes, and provides hardware/software quotations, ordering information, and other purchasing information to users to assist in purchasing necessary equipment; assists in the design and development of standardized operational management reports in order to identify issues or monitor computers.

**Slingshot:** A core element of Slingshot's work is the Slingshot Impact Assessment, a multidimensional assessment of a nonprofit's poverty-fighting impact. The Impact Assessment Intern will work alongside the Slingshot team to conduct the Slingshot Impact Assessment on nonprofits in Slingshot's portfolio. Where feasible, interns will have an opportunity to engage directly with Slingshot's nonprofit partners throughout this process. Interns will conduct external research, collect and analyze data, synthesize assessment results, and contribute to written reports and deliverables for Slingshot partner organizations. As availability allows, interns will meet with the nonprofits they are assessing and build relationships with their leadership team. Impact Assessment Interns will meaningfully contribute to Slingshot's perspective of an organization's impact. Given the small size of our organization, there will be ample opportunity to receive mentorship and feedback from the Slingshot staff. Slingshot will also go to great lengths to provide interns with challenging leadership opportunities.

## **ECONOMICS**

*Requires Professor Marshall Gramm's signature on internship applications. Economics 460 qualifies for F11 credit.*

**Bartlett Area Chamber of Commerce, Economic Development Intern:** Assist in gathering pertinent data (economic, demographic, industrial, etc.) that is used in marketing the community as well as strategic planning; assist in identifying relevant issues (political, workforces, housing, etc.) that could have an impact on the community; attend selected BACC events.

**FedEx, Economic Research Intern:** Conduct economic based research and assist in writing research reports using various resources. Research projects may include: the economics of climate change and environmental policy, assisting

in producing an annual energy report, as well as other assignments pending current department projects. Must be an econ major with a strong ability to work independently. Prefers seniors and 3.7+ overall GPA strongly preferred.

**Economic Development Growth Engine (EDGE):** Assist with developing presentations for the Economic Development Incentives marketing; utilize spreadsheets, databases and project tracking software to provide up-to-date information and drafts reports for staff and local decision-makers; assist in preparing detailed research and analytical studies of economic, social and statistical data including research and analysis of the financial viability of businesses considering location in Memphis.

**Loeb Properties/Overton Square, Urban Research Intern:** Student responsibilities center around researching the 1970 - 2017 built development life cycle of Overton Square and providing analysis of the impact of the different stages of its development on Midtown and the greater Memphis area. Of particular interest is the social, economic, and financial impact of each stage of the Square's evolution on the surrounding environs. The ideal candidate has a background in data collection and interpretation for long-term socioeconomic trends, preferably as it relates to the built environment. The student will research the impact of each stage of the Square's life cycle and be asked to provide impact analysis, so far as is possible, on the city as a whole.

**Meridian Econometrics, LLC., Software and Database Engineer:** Intern should be proficient in computer database programming and have strong math skills. Projects will include structuring and building up a new computer database, designing/setting up IT infrastructure, and data mining open source materials.

## **EDUCATION**

*Requires Professor Kathy Evans's signature on internship application. Education 460 qualifies for F11 credit.*

**Agricenter, Program Facilitator Intern:** Work with the education department. Much of work will be during the hours of 8:30 a.m. until 12 p.m. Most of the activities will be outside unless inclement weather persists during the day. Intern will teach as needed but will be trained for this task by on-site educators. This position will be expected to work with a wide age range of youth on a daily basis.

**Church Health Center, Child Life Specialist:** Supervise and assist children in individual exploration and group teaching activities in the Child Life Room, Infant Toddler Room, and Intergenerational Art Studio. Teach curriculum, provide exercise and movement assessments and child prescriptions. Research information and create new lesson plans based on needs of clients and current trends. (Please note: Requires an independent online application; please apply directly to the Church Health Center. You must register through Rhodes for academic credit once the internship has been approved by the Church Health Center.)

**Cypress Middle School, Art Intern:** Assist in the coordination of art projects along with graphic artists from Buckman Laboratories; meet with Cypress students once a week during the school day; design an art project.

**DeNeuille Learning Center:** (non-profit educational and vocational facility for low income women) Assist with education, grant writing and preparation of students for job placement. Serve as project coordinator for special projects.

**Freedom Preparatory Academy:** Assist in the development and implementation of all aspects of building Freedom Preparatory Academy (a 6 – 12 charter school) including student recruitment, community outreach, event planning, logistics, hiring, and community meetings. Must have strong oral communication skills, writing and research skills, and demonstrate the ability to manage multiple tasks.

**KIPP Memphis Preparatory Middle:** Internship is a key stakeholder in the school's instructional culture. The intern takes the lead in ensuring the instructional culture is palpable and consistent for the daily life of students. Update Reading & Math Growth trackers for school community to view; vocabulary displays; small group support during Reading/ Interventions; updates to local school supporters/adopters of our Growth/Invitations to school events; calls to targeted parents (Attendance and HW submission updates); In-Kind requests to local businesses for student needs (paper, school shoes, etc.); help to create and maintain teacher incentives (rewards and prizes for teacher performance); assist in planning Friday celebrations (School-wide Fun Time).



**KIPP Through College:** As an integral part of the KIPP Through College (KTC) team, the Student Intern is responsible for providing support and assistance to the KTC Office staff, KIPP students and KIPP alumni. He/she must be willing to provide excellent customer service, serve as a resource for information and help create an environment conducive for academic and social engagement. The intern will be responsible for assisting with special projects, creating marketing materials, and assisting with Junior and Senior Seminar classes as needed.

**Latino Memphis:** Map the Hispanic community in Memphis; develop and implement ESL lesson plans; research potential funding opportunities; help establish a mentor program between Rhodes and MIFA to work with Latino children in the public school system. Must be proficient in Spanish.

**Lausanne Collegiate School, Communications Intern:** Write press releases; write and copy edit various materials including the school magazine, postcards, and brochures; write and copy edit electronic publications such as e-newsletters, and participate in special events.

**Memphis College Preparatory Elementary:** Conduct interviews and surveys to ensure that the school effectively serves the local community. Help develop and organize kindergarten through 3rd grade curriculum materials and resources. Manage the parent and supporter database. Design marketing and recruitment/enrollment materials (emails, newsletters, etc.).

**Memphis University School, Public Relations Intern:** Research and write feature stories, articles of interest, and alumni profiles; assist with the content and writing for the Headmaster's Newsletter; write and produce press releases; assist with special events.

**MIFA Center for CommUNITY Website Curriculum:** The intern will develop a curriculum to be included on the new MIFA web resource, The MIFA Center for CommUNITY. As part of MIFA's 50th anniversary celebration, we plan to launch a web resource that will offer, among other things, projects and discussion guides for families and groups to engage with the social issues that MIFA addresses: senior hunger, family homelessness, and interfaith relations

**National Civil Rights Museum, Collections Education Intern:** Assist Registrar with object cataloging and archive processing; Assist in research, development and execution of public programs; Research and develop education materials; Assist with special event planning, development and execution; Assist with exhibition installation and documentation.

**Perea Pre-School:** Assist with pre-school program for children from low-income families.

**Refugee Empowerment Program:** Assist staff in developing effective ways to empower refugees in Memphis; assist in an after-school tutoring program; assist with ELL program for refugee adults; assist in researching, developing and writing grants; research refugee rights.

**Soulsville Charter School, Summer Growth Experiences Intern:** The intern will assist the Director of Summer Growth Experiences (SGE), a program that provides high school students with lessons and applications for summer opportunities in Memphis. The intern will be responsible for: assisting in the creation of weekly SGE application packets; assisting in the creation of weekly SGE videos and commercials; assisting in the collection and tracking of SGE interest form and applications; and assisting students with the application process. SPRING ONLY.

**Stand for Children:** Stand for Children is a non-profit education advocacy group that believes ALL children deserve an equal opportunity to succeed in life. The Nonprofit Management Intern will gain nonprofit experience by supporting the City Director and members of the Memphis Team throughout an individual Summer, Fall, or Spring term. The intern will work directly with Stand for Children Tennessee personnel to gain hand-on experience in program development, outreach efforts, social media and marketing strategies, research, recruitment strategies, and much more.

**Streets Ministries, Education Intern:** Assist students with homework completion in learning lab; provide management to students involved in Boys & Girls Club Technical Training Center vocational program; supervise web-based mathematics and language arts instructional program in learning lab; aid Education Coordinators when necessary; create fun academic learning experiences for students.

**Youth Villages, Teacher/Counselor:** Lead education groups and sports, chart progress notes, observe treatment teams. You will also need to complete an online Youth Villages application including references.

## **ENGLISH**

**Requires Professor Leslie Petty's signature on internship application. English 460 qualifies for F11 credit.**

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**Action News 5, News & Sports Intern:** Assist in editing and producing news and sports shows. Good writing and communication skills required. Must be interested in broadcast.

**Advance Memphis, Communications Intern:** The Communications intern supports the communication initiatives for Advance Memphis through the development and distribution of participant, volunteer and donor facing materials. Intern manages social media content, write and monitors website content, increases online presence and outreach, creates newsletters, print material and other marketing materials, and organizes existing marketing materials.

**ALSAC, PR Intern:** Requires an independent application; please apply directly to ALSAC. To view a list of current offerings at ALSAC, go to: [stjude.org/jobs/alsac.html](http://stjude.org/jobs/alsac.html). You must register through Rhodes for academic credit once the internship has been approved by ALSAC.

**Alzheimer's & Dementia Services, Social Media Intern:** The Social Media/Marketing Intern is responsible for the development and maintenance of Alzheimer's & Dementia Services of Memphis, Inc. key social media channels. The intern will also research to find articles, stories or other content that is relevant in a manner that invites conversation as well as develop and maintain an enewsletter.

**At Home Memphis Magazine, Editorial Intern:** Assist editorial staff; help edit articles and create titles/subtitles; write various articles; gather research information about various subjects and places for editorial content; contact various P.R. representatives and request information and high resolution photographs. Minimum GPA: 3.0.

**Baker Donelson, Internal Communications Intern:** Assist with the production of a monthly internal online magazine; assist in development, research and script-writing of internal videos; draft/edit internal communications; develop and help produce communications for the CEO; manage the HR blog (one entry/week); participate in firm activities.

**Baker Donelson, Marketing and Business Development Intern:** Intern will work with customer relationship management database support, public relations and credentialing efforts, event planning, and prospect, client and other research. Must undergo a professional conflicts check and comply with Baker Donelson's information privacy and security requirements.

**Ballet on Wheels Dance School & Company:** Develop competencies specific to non profits in market planning and business writing; Write and submit press releases to local news media (online/print); write business letters for sponsorship requests and other written communications for dance company events; Writes/edits branding school and communication material, as need be; develops and coordinates event campaigns for spring community dance events.

**BLDG Memphis:** BLDG Memphis is a sustainable development organization based in Midtown and dedicated to a variety of community development projects throughout the greater Memphis area. Responsibilities may include communications, writing, research, and potentially event planning.

**Church Health Center:** Requires an independent online application; please apply directly to the Church Health Center. To view a list of current offerings, go to: [churchhealthcenter.org/interns](http://churchhealthcenter.org/interns). You must register through Rhodes for academic credit once the internship has been approved by the Church Health Center.

**Contemporary Media, Inc. Video Intern:** CMI is looking for a video intern to adapt select content into a visual format for distribution on social media via Facebook, Instagram, and Twitter. The intern will work closely with *Memphis Flyer* and *Memphis Magazine* editorial and digital management on assigned video content projects to create short news informational videos with dynamic text animation. There will also be opportunities to identify content with video potential that is unassigned, and to initiate your own video projects that strengthen the online video presence and voice of our products.

**Crosstown Arts:** The mission of Crosstown Arts is to further cultivate the creative community in Memphis by providing resources and opportunities to inspire and support diverse and far-reaching audiences. Crosstown Arts manages a variety of spaces and programs within Crosstown Concourse that integrate exhibition, performance, production, retail and education. This commitment to collective vision, collaboration and sharing of resources unites the programming, spaces, tenants and services of Crosstown Arts and Crosstown Concourse and ultimately benefits the neighboring community and the city at large. The student intern will have responsibilities in administration, production, and management. The experience may be customized to align with the student's interests.

**Goner Records, Public Relations/Marketing Intern:** Work on press for record releases and tours including coordination of interviews, follow ups with writers, distribution of promo copies, and pitches for reviews, online premieres, etc. Keep social media up to date (Facebook, Twitter, Flickr, & the GonerBlog). Assist with organization, proofreading, and archiving press coverage.

**Hope House, Marketing Assistant:** Will help with organizing and developing Hope House in the Memphis Community through public relations media. Assist with grant writing and follow-ups with various companies. Help with presentations to companies and some fundraisers.

**KIPP Through College:** As an integral part of the KIPP Through College (KTC) team, the Student Intern is responsible for providing support and assistance to the KTC Office staff, KIPP students and KIPP alumni. He/she must be willing to provide excellent customer service, serve as a resource for information and help create an environment conducive for academic and social engagement. The intern will be responsible for assisting with special projects, creating marketing materials, and assisting with Junior and Senior Seminar classes as needed.

**Lausanne Collegiate School, Communications Intern:** Write press releases write and copy edit various materials including the school magazine, postcards, and brochures; write and copy edit electronic publications such as e-newsletters, and participate in special events.

**Make-a-Wish Foundation of the Mid-South, Communications Intern:** The Make-A-Wish Foundation grants wishes to children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. The Communications Intern will assist the Communications Manager with print and e-newsletters, website maintenance, design projects, and other projects as available. Applicants must have experience with news writing, layout and design. Knowledge of AP style is preferred. Experience with Adobe InDesign and the Microsoft Office suite is preferred, but not required.

**Memphis Brand Initiative, Communications Intern:** MBI leads a concerted effort to bring the best techniques in digital, marketing, and communications together to bolster Memphis' reputation on a local, national, and international level. Communications interns will develop real world writing skills by assisting with the creation of various communications copy including writing updates to one sheets, editing existing MBI documents, and writing articles for the WeAreMemphis.com blog. Interns will accompany the Communications Specialist to local information meetings and gain experience on interviewing for PR purposes, question asking, and networking. Additional duties will include monitoring of we Are Memphis social media profiles and overall Memphis digital ecosystem to support brand work.

**Memphis Child Advocacy Center:** Develop, research and write relevant articles for newsletter and other publications; conduct public awareness presentations; conduct outreach activities including media; research grant opportunities; assist in planning and evaluating programs; conduct demographics study and report on relevant new research in the areas of child sexual abuse and social services.

**Memphis Magazine/Contemporary Media Editorial Intern:** Memphis Magazine is seeking an intern to assist with all phases of magazine production, with an emphasis on the editorial department. You will learn what is involved in producing a monthly magazine, will interact with magazine staff and the general public, and will write articles (anything from short posts to feature stories) for your portfolio. Interns will "lead by doing" by working directly with the magazine staff as they interview subjects, research materials, and compile information. They will learn how to edit and proofread stories and learn how the magazine goes from a typed manuscript to the glossy finished product. You will also be encouraged to contribute to our other publications and special projects throughout the year.

**Memphis & Shelby County Film Commission, Project Specialist Intern:** Assist in reviewing movie scripts and identifying locations in Memphis using still shots and displays to lure major film companies to Memphis for production. Work is confidential!

**Memphis Type History Podcast Intern:** The intern will research primary and secondary sources for podcast episodes; Figure out a good "story" to tell based on that research for us to deliver on the show; Write show notes for our blog about each podcast episode; Conduct research and help write for the column we plan to have in the new StoryBoard Memphis print edition (launched Sept 2018). Students would engage in journalistic research and writing for both a podcast and a newspaper. They could also write for our blog as well if desired and have the author credit on those posts. If desired, they could also do social media for the brand as well. As a "capstone" for the internship we are also interested in letting them do their own podcast episode for Memphis Type History before wrapping up their time on the team.

**Memphis University School, Public Relations Intern:** Research and write feature stories, articles of interest, and alumni profiles; assist with the content and writing for the Headmaster's Newsletter; write and produce press releases; assist with special events.

**Memphis Urban Television 1 (MUTV1), Film Video Intern:** The mission of MUTV1 is to strengthen the African-American Community by using public access tv to: facilitate the sharing of information, enhance community dialogue, encourage individual and artistic expression, create an awareness of local interests, and promote community involvement. The film-video intern will be able to leave the program prepared to work as writers, producers, directors, cinematographers, sound designers and editors, and apply their education to mainstream entertainment.

**National Civil Rights Museum, Communications Intern:** Perform media-related duties such as write media releases and alerts, manage media at events, track coverage; Raise brand awareness to convert online visitors to onsite guests, donors or volunteers; Maintain top-of-mind awareness and strong social media presence that encourages audiences to learn about civil rights history and open dialogue on current issues; Conduct online searches, extrapolate information from museum exhibits, learn history, and manage content that encourages museum visits, visitor reviews and create an engaging digital presence; Conduct comparison analysis of communication channels to capture younger museum audience; Develop promotional strategy for online retail store; Develop newsletter articles and internal communications; Learn email marketing software and media monitoring services, website and social media aggregate tools.

**The New Memphis Institute, Communications and Marketing Intern:** Update and draft content for website; help manage state-of-the-art blog, MemphisConnect.com; disseminate messages via Twitter, Facebook, and other social networking accounts; help draft monthly newsletters; assist with press releases.

**One Step Initiative, Copywrite Intern:** One Step Initiative (OSI) aims to bring global education opportunities to the nation's most underserved high school students. Our vision is to be the number one study abroad provider in inner city high school education- granting students the experience of interacting & learning in an international environment beyond socioeconomic barriers. The intern will: Develop content for and manage social media channels (including but not limited to Facebook, Twitter and Instagram); Draft event and program press releases; Develop and draft blog content; Assist in the updating of the information on the organization's website; Maintain email contact lists and assist in designing email templates.

**Opera Memphis, P.R./Marketing Intern:** Assist in creation of press releases and newspaper advertisements; assist during special marketing functions; conduct research and assist Principal Performers when needed. Proficiency with Microsoft Office and Adobe PageMaker preferred.

**Planned Parenthood:** Various opportunities available depending on the semester. See website for more information: <https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi/get-involved-locally/volunteer>.

**River Front Development Corporation, Recreational Programming Intern:** The Recreational Programming intern is responsible for assisting in the planning and implementation of activities and events for youth and adults. In addition, the intern will update the RDC's social media accounts. Programing areas include: Beale Street Landing, Riverfront Bar & Grill, and the ten riverfront parks. Separate application required. Email [internships@rhodes.edu](mailto:internships@rhodes.edu) for details.

**RiverKings, Media Relations Intern:** The intern will write nightly Game Notes, write feature stories for publication on riverkings.com and new monthly game night magazine, pitch story ideas for riverkings.com, game night magazine and local media, interview players and coaches for intermission interviews, participate in weekend community development appearances, and assist with the running of all RiverKings social media platforms and website

**Shelby Farms Conservancy, Communications Intern:** Assist Communications Manager in all aspects of communications including website content, composing and editing press releases, writing and editing for the organization, assisting with special events; opportunities to work with creative firm and PR firm.

**Sisters Empowering Girls Group Home, Inc. Online Fundraising Intern:** This internship is an opportunity to gain experience in online fundraising, social media management, marketing and communication as part of the Girls Group Home team. The intern will work on planning and executing an online fundraising campaign, connecting with online supporters via social media networks, and creating online content. The online fundraising intern will work closely with the Development team to determine organizational funding, corporate sponsorship, non-profits needs, and raise funds.

**Southern Bride Magazine:** Intern will be involved with fashion, writing, blogging, and updating social media. The intern should be proficient in Microsoft Office and have knowledge of Adobe.

**St. Mary's Episcopal School, Communications/Development Intern.:** Our intern will assist with all areas of school communications and marketing, including magazine editing and writing, social media strategy, covering events on campus with photos and video, and working across school departments on all marketing and communications issues. You will also work with a top-notch development team on communication strategies, solicitations, special events planning and donor stewardship.

**StyleBlueprint:** The StyleBlueprint intern would assist in conducting research for articles, taking photographs for articles and possibly writing articles, as well as assisting with some administrative duties, such as loading image files or delivering items to clients.

**The Testimony Project, Social Media Intern:** The social media/communications intern's primary responsibilities will include: Updating The Testimony Project DC's social media accounts, posting/tweeting/regularly; Reaching out to other advocates and other community organizations re: about the possibility of <sup>SEP</sup>working together or community partnerships; Help coordinate scheduling for filming with our participants; Work with founders to devise a successful recruitment strategy for participants; Helping founders work on developing a fundraising strategy; Serving as a campus ambassador for the project; Helping develop and implement a community outreach strategy with founders <sup>SEP</sup>

**True Story Pictures, Communications Intern:** Add, update, and manage listings for national, regional, state, and local agencies, providers, and nonprofit organizations that work in the context of juvenile justice, youth and families, and criminal justice reform. Work with partners like the National Juvenile Justice Network to identify gaps within regions of particular interest. Transcribe audio interviews with individuals who've had personal contact with the juvenile justice system. Post interviews and photos in the "stories" section of website. Provide outreach coordination and scheduling support to individuals who want to record their stories. Manage social media content. Identify, schedule and share articles of interest on our FB and Twitter pages. Post project news and notices when new stories have been added to website. Promote events and spur audience engagement. Track social media analytics with monthly reports (likes/followers, mentions, top posts, profile visits, impressions).

**Yes! Study Abroad, Communications and Social Media Intern:** Assist in the creation of a communications plan to publicize content with the goal to convert social media fans into website subscribers; Manage social media content and publishing according to communications plan; Assess post metrics and tweak communications plan accordingly; Assist in the distribution or delivery of marketing materials; Assist with fulfillment of marketing offers; Create content specifically focused on addressing study abroad pain points or detailing the benefits and usefulness of studying abroad; Act as an ambassador for Yes! Study Abroad via word-of-mouth and personal social media presence.

## **ENVIRONMENTAL STUDIES AND SCIENCES**

***Requires Professor Sarah Boyle's signature on internship application. Environmental Studies and Sciences 460 qualifies for F11 credit.***

**Agricenter, Facilitator Intern:** Work with the education department. Much of work will be during the hours of 8:30 a.m. until 12 p.m. Most of the activities will be outside unless inclement weather persists during the day. Intern will teach as needed but will be trained for this task by on-site educators. This position will be expected to work with a wide age range of youth on a daily basis.

**Ark Farms:** The mission of Ark Farms in “Empowerment through Restoration.” Community members gain skills and confidence as they make life better for rescued animals through real work on the farm. Internship description to follow. Email [internships@rhodes.edu](mailto:internships@rhodes.edu) for more information.

**Bike Walk Tennessee, Vision Zero Intern:** Vision Zero is a global movement to eliminate traffic deaths. Bike Walk Memphis, BLDG Memphis, Commute Options, and partners are leading the way to develop a county-wide taskforce committed to producing an action plan and policy measures to realize this goal. We will ask the Intern to offer critical reflections on the success of programs and offer ideas for their advancement, whether in the form of program adjustments and/or policy initiatives.

**Bike Walk Tennessee, Community Bikes of Memphis:** The mission of Community Bikes of Memphis (CBOM) is to support local churches and neighborhood-based nonprofits in developing and sustaining community bike programs. We will ask the Intern to offer critical reflections on the success of programs and offer ideas for their advancement, whether in the form of program adjustments and/or policy initiatives.

**Bike Walk Tennessee, Bicycle Friendly America/ Innovate Memphis’ Commute Options Intern:** These programs work with local employers to promote transportation choices that improve economic and community health. Bicycle Friendly America and Innovate Memphis’ Commute Options Intern Both emphasize an asset-based approach to increasing commute options, and they facilitate collaboration among workplaces and local government agencies. We will ask the Intern to offer critical reflections on the success of programs and offer ideas for their advancement, whether in the form of program adjustments and/or policy initiatives.

**Bike Walk Tennessee, Safe Routes to School and Youth Programming Intern:** Safe routes to school seeks to improve safety on walking and bicycling routes to school and to encourage children and families to travel between home and school using active transportation. We will ask the Intern to offer critical reflections on the success of programs and offer ideas for their advancement, whether in the form of program adjustments and/or policy initiatives.

**BLDG Memphis:** BLDG Memphis is a sustainable development organization based in Midtown and dedicated to a variety of community development projects throughout the greater Memphis area. Responsibilities may include communications, writing, research, and potentially event planning.

**Cooper-Young Community Farmers Market, Grant Writing Associate:** CYCFM is seeking an intern to support its grant writing efforts. Responsibilities include becoming familiar with all aspects of CYCFM’s mission; organizing and developing organizational background materials; researching and identifying potential grant opportunities; researching, preparing, organizing, and analyzing grant proposals, and more. Please be prepared to submit two writing samples in addition to your resume and application. Some non-profit grant writing experience is preferred, but not required.

**Memphis Botanic Garden Ecological Landscaping Intern:** Intern will work under mentorship of Memphis Botanic Garden Horticulturist Carson Ellis to manage and develop specialty gardens across the 96-acre Memphis Botanic Garden with primary focus on the Anne Heard Stokes Butterfly Garden and Delta Heritage Garden. Intern will be exposed to diverse horticulture approaches, including sustainable agriculture, conservation horticulture, and wildlife habitat management. Work will be hands-on, and primarily outdoors, using a variety techniques and tools. Intern will be expected to assist directly with on-going gardening tasks, including weeding, pruning, planting, and pest management, but will also be encouraged to work creatively, with opportunities to develop landscape design proposals and/or interpretive material and educational programming.

**Memphis & Shelby County Office of Sustainability:** Research best practices/case studies for specific topic areas covered by the Mid-South Regional Greenprint and Sustainability Plan. Assist with logistics for consortium and public meetings. Take notes at meetings, arrange schedule for program manager, plan product assistance (graphics, pictures, layout, etc.), collect data, and aid in the development of a youth public engagement initiative.

**Memphis Farmers Market Operations Coordinator Intern:** Market Information Table; management of existing operations, educates volunteers on any new procedures and policies. Farm and facility visits and with Executive Director and members of the Board of Directors for the purpose of vendor engagement and market promotions. Assist with implementing special events (Crop Hop 5K, Farm Fest, Holiday Market) including; attending committee planning meetings, soliciting donations, social media promotions, managing tasks during the event, etc. Work with the Executive Director on social media content creation and strategy. Photo management in Flickr (upload, organize, tag). Email Marketing Campaign management (organize, verify emails, clean-up groups, photo library). Volunteer recruitment efforts, working with the Market Coordinator on outreach and attending events focused on volunteer recruitment. Other office duties as needed including; filing, assisting with mailings, making phone calls, etc.

**Overton Park Conservancy:** Work with the development director, communications director, and other staff to develop strategies to expand the Conservancy's public outreach efforts; Serve as the face of the Conservancy by supporting the planning and execution of small events in and outside of the park; Support the Conservancy's membership program by assisting with promotion, recruitment and acknowledgement of members; Assist with media relations by proposing stories and photo opportunities, drafting press releases, building and maintaining contact databases for media, neighborhood associations, & other partners; Represent the Conservancy at community events; Conduct surveys, visitor counts and similar outreach activities in the park and in neighborhoods surrounding the park.

**Roots Memphis Farm Academy (RMFA):** Interns will work on projects related to the RMFA's goals of incubating new small farms by providing aspiring farmers with an academic business management program, on-farm training in sustainable agriculture, and access to land and financing. These include, but are not limited to, work on the Urban Farm Land Database, the Memphis and Shelby County Food Audit, and the Roots Memphis Farm.

**Shelby Farms Park Conservancy:** The internship program at Shelby Farms Park Conservancy offers students the opportunity to earn college credit while gaining valuable experience working in a fast-paced professional environment. (Requires separate application. Please visit <http://www.shelbyfarmspark.org/internships-fellowships>)

**Wolf River Conservancy Inc.:** Assist with various habitat restoration sites that need botanical inventories.

## **GENDER & SEXUALITY STUDIES**

*Requires Professor Rhiannon Graybill's signature on internship application. Gender and Sexuality Studies 460 qualifies for F11 credit.*

**Choices Memphis Center for Reproductive Health:** The Parallel Paths Statewide Coalition Project Intern will provide support to Choices' Parallel Paths project funded by the MAC AIDS Fund and AIDS United-Southern Reach grants. This position will work directly with the Community Partnerships Coordinator on all project tasks. This position will also provide opportunities to serve as a patient advocate in order to better understand Choices' clinical philosophies and practices that inform the Parallel Paths project.

**DeNeuille Learning Center:** (non-profit educational and vocational facility for low income women) Assist with education, grant writing and preparation of students for job placement. Serve as project coordinator for special projects.

**Memphis Area Women's Council:** The Memphis Area Women's Council offers interns opportunity to participate in planning and carrying out strategic actions to raise community awareness and create community change; assist with Council meeting and board meetings; carryout research to bolster and inform action strategies; and craft optimum outreach on Council issues using social media and other technology including Powerpoint and web sites.

**OUTMemphis, Development Intern:** Write, edit, and plan grants; conduct funder and foundation asset mapping; work on direct mail fundraising campaigns; assist staff with OUTMemphis' Annual Report; support Board Members in meeting their fundraising goals. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**OUTMemphis, Event Planning Intern:** Provide event support, including event planning, setup, and takedown; work to recruit and organize event volunteers; find and connect with local LGBTQ artists and musicians to help build a robust

calendar of artistic and cultural events. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**OUTMemphis, Volunteer Coordinator:** Provide support for regular volunteer coordination tasks, such as signing up new volunteers, conducting Volunteer Orientation, and maintaining volunteer records; work to recruit and organize volunteers at events; connect with LGBTQ groups to recruit individual volunteers and organize volunteering group events. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**Planned Parenthood:** Various opportunities available depending on the semester. See website for more information: <https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi/get-involved-locally/volunteer>.

**Sisters Empowering Girls Group Home, Inc. Online Fundraising Intern:** This internship is an opportunity to gain experience in online fundraising, social media management, marketing and communication as part of the Girls Group Home team. The intern will work on planning and executing an online fundraising campaign, connecting with online supporters via social media networks, and creating online content. The online fundraising intern will work closely with the Development team to determine organizational funding, corporate sponsorship, non-profits needs, and raise funds.

**The Testimony Project, Social Media Intern:** The social media/communications intern's primary responsibilities will include: Updating The Testimony Project DC's social media accounts, posting/tweeting/regularly; Reaching out to other advocates and other community organizations re: about the possibility of <sup>SEP</sup>working together or community partnerships; Help coordinate scheduling for filming with our participants; Work with founders to devise a successful recruitment strategy for participants; Helping founders work on developing a fundraising strategy; Serving as a campus ambassador for the project; Helping develop and implement a community outreach strategy with founders

**Thistle & Bee, Social Enterprise Intern:** Thistle & Bee exists to serve victims of human trafficking in West Tennessee. Their social enterprise is built around the manufacture and sale of products made with the honey and herbs produced in their apiaries and gardens. Survivors employed by Thistle & Bee will gain skills and experience needed to rebuild their lives. Social enterprise internships are for applicants who have interest in marketing, sales, social media communications, public relations, business development, and administration. Interns must have access to a laptop.

**Women's Foundation for a Greater Memphis, Grants & Programs Intern:** Support Grants Committee by coordinating schedules, site visits, special projects, volunteer support, and grant making programs; monitor grantee partners' objectives and develop periodic reports on outcomes; provide assistance with the grant making evaluation process; research grant awards and allocation as well as providing technical assistance to grantee partners. (Available spring & summer only.)

## **HISTORY**

*Requires signature of Professor Tim Huebner or Professor Jeff Jackson on internship applications. Pre-Legal and Policy Internships (History 461) carry 2 credits and do not qualify for F11 credit. Public History Internships (History 360) carry 4 credits and qualify for F11 credit. Students who have completed a Public History Internship (History 360) may participate in a second Public History Internship that will only carry 2 credits.*

*The following are Public History Internships (History 360); these internships are eligible to fulfill the F11 requirement.*

**ALSAC/St. Jude, Executive Research Intern:** As an intern on ALSAC's Executive Research team, you will be assisting with various duties to support the archival and preservation of documentation and artifacts related to the history of St. Jude Children's Research Hospital and ALSAC. You will also be acting as the representative for the Archive Room when there are requests to visit the room.

**Blues Foundation and Museum:** Work with radio staff to help stations get needed show material. Assist with organizing talent for the W.C. Handy Awards and Beale Street Caravan. Help with membership and affiliate



promotions. Interns will also work with publicity and media. Interest in public relations required, especially in the blues genre.

**Cotton Museum, Collections/Special Exhibits Intern:** Process and document new artifacts; Create and/or modify exhibits in the history gallery with new artifacts; Maintain and update current exhibits.

**Cotton Museum, Community Outreach Intern:** Develop and implement a handful of community-focused events or programs during the course of the semester; Work with a small nonprofit budget and the rest of the Cotton Museum team to produce these events/programs; Produce a roadmap for a sustainable event or program.

**Cotton Museum, Visitor Services Intern:** Welcome visitors to the museum; Give visitors an introduction to the museum and its exhibits; Check on visitors throughout their visit and answering any questions they have; Lead scheduled tours of large (10+) groups.

**Dixon Gallery and Gardens:** The Dixon Gallery and Gardens internship will provide the student with an introduction to standard museum practice, providing professional experience and useful skills for future museum employment and further study to the field. Interns will assist the curator with researching documentation, bibliography and archives related to exhibitions including art, social history, literature and music.

**Facing History and Ourselves:** This intern will help pilot Facing History Together at Rhodes College. Facing History Together is a public engagement campaign designed to foster civil discourse and help students understand the fragility of democracy. Additionally, Facing History Together Rhodes will build a community of college students who are passionate about social justice, education, equality, and equity. The student intern will: help with the formation and promotion of the Facing History Together group on campus, garner the support of campus stakeholders, assist in identifying Facing History alumni on campus, organize logistics for events and publicize meetings, and collaborate with Facing History staff to implement strategic initiative and assist with administrative duties.

**Lausanne Collegiate School, Archive Intern:** Research, catalog, and digitalize Lausanne literary, theatrical, and sports endeavors; convert VHS video and slide to digital format; assist with the installation and de-installation of current and upcoming exhibits; assist in establishing education units and traveling trunks program.

**Levitt Shell, Archival Intern:** The Levitt Shell has over 300+ donated items that they would like to inventory and label. The intern would assist in the sorting, cataloguing, indexing, scanning, describing, and organizing of these items. The intern will also research items to the extent necessary.

**Memphis Heritage:** Assist with the many preservation activities of this non-profit educational and charitable organization. Examples of projects may include: writing for The Keystone (a publication that serves as the voice of the Memphis Preservation Community); assisting with the MHI Annual Preservation Awards; assisting with the Architectural Auction; assisting with the Annual Preservation Series (an educational series encompassing topics of Memphis historic architecture and neighborhoods).

**Memphis/Shelby County Public Libraries:** The internship provides training in processing manuscript collections (analyzing and organizing materials, preservation of material, and preparation of a computer-generated guide to the collection). At the end of the semester, the intern's project will be bound and entered in the Library's catalog, providing a permanent record of the student's work.

**Memphis Type History Podcast Intern:** The intern will research primary and secondary sources for podcast episodes; Figure out a good "story" to tell based on that research for us to deliver on the show; Write show notes for our blog about each podcast episode; Conduct research and help write for the column we plan to have in the new StoryBoard Memphis print edition (launched Sept 2018). Students would engage in journalistic research and writing for both a podcast and a newspaper. They could also write for our blog as well if desired and have the author credit on those posts. If desired, they could also do social media for the brand as well. As a "capstone" for the internship we are also interested in letting them do their own podcast episode for Memphis Type History before wrapping up their time on the team.

**Mississippi River Heritage Museum:** Combines work at the Mississippi River Museum at Mud Island with history related work at Beale Street Landing. Duties include conducting historical research for exhibits and tours, as well as engaging in marketing and promotional work.

**National Civil Rights Museum, Administrative Intern:** Research content and information related to museum programs; Assist with program development and execution; Assist with special event planning, development and execution; Complete policy research and development (emergency planning, historic preservation); Complete special reports (economic impact, demographics, facility use).

**National Civil Rights Museum, Collections Education Intern:** Assist Registrar with object cataloging and archive processing; Assist in research, development and execution of public programs; Research and develop education materials; Assist with special event planning, development and execution; Assist with exhibition installation and documentation.

**National Civil Rights Museum, Communications Intern:** Perform media-related duties such as write media releases and alerts, manage media at events, track coverage; strong social media presence that encourages audiences to learn about civil rights history and open dialogue on current issues; Conduct online searches, extrapolate information from museum exhibits, learn history, and manage content that encourages museum visits, visitor reviews and create an engaging digital presence; Develop promotional strategy for online retail store; Develop newsletter articles and internal communications; Learn email marketing software and media monitoring services, website and social media tools.

**National Civil Rights Museum, Development Intern:** Assist in development of a member program; Research a grant or funding prospect; Assist in the planning, development and execution of the annual Freedom Award fundraising event.

**National Civil Rights Museum, Operations Intern:** Provide IT services: manage service requests, maintain equipment, update software, research new initiatives; Fulfill administrative tasks: Research facility equipment needs, assist with project management; Aid retail manager in daily operations; Aid Guest Services manager thorough research and administrative support; Assist with special event planning, development & execution.

**OUTMemphis, Historical Archive Intern:** Responsibilities include organizing the periodical collections at OUTMemphis and Rhodes College; organizing the 20,000+ photo bank and creating collections at OUTMemphis and Rhodes College; managing the contact list, scheduling interviews, crafting interview questions, and compiling transcripts for the oral history project; assisting in the organization, data entry, and scanning tasks associated with OUTMemphis' local LGBTQ history timeline; participating in the decision-making process around how, when, and what to keep in the official OUTMemphis archives, and what to distribute to other local collections. This internship is designed to help the intern build skills around 1) preserving documents, periodicals, pictures, and film for historical use, 2) organizing, scheduling, conducting, and transcribing interviews to preserve oral histories, 3) bridging the gap between interested MidSouth residents and archival materials, and 4) promoting LGBTQ history community education projects.

**Pink Palace Museum Collections:** The intern selects a research topic within an area of interest for research. The intern is assigned a collection of objects to describe in detail. The intern is then requested to produce a "user catalogue" consisting of a background paper and detailed descriptions of the objects. The intern is also encouraged to participate in a field-collecting trip and to interact with the administration, exhibits, and education departments.

**Shelby County Archives:** The Shelby County Archives protects, preserves, and provides public access to the permanent historical records of Shelby County Government. Interns will work on processing records, particularly those of the Shelby County Chancery Court during the nineteenth and early twentieth centuries. Processing includes humidification, flattening, foldering, indexing, and boxing of the records, so as to increase their accessibility to researchers. Chancery Court deals with cases of equity, which often involves private property, commercial property, estates, and possibly slaves.

**Stax Museum of American Soul Music:** The Stax Museum is working towards making its vast collection of archival materials related to the history of Memphis' own Stax Records more accessible to a public audience. The prospective intern will work closely with staff to catalog, identify areas of special care or need, and to update the collections database.

**Temple Israel, Archive Intern:** Intern will assist with the digitization of historic documents, work with Rhodes IT department and Temple Israel Archives to create comprehensive database for the public to search and locate grave locations and information; implement a comprehensive cemetery marker survey to identify and catalog individual markers in the cemetery, physically mapping out the cemetery.

**True Story Pictures, Communications Intern:** Add, update, and manage listings for national, regional, state, and local agencies, providers, and nonprofit organizations that work in the context of juvenile justice, youth and families, and criminal justice reform. Work with partners like the National Juvenile Justice Network to identify gaps within regions of particular interest. Transcribe audio interviews with individuals who've had personal contact with the juvenile justice system. Post interviews and photos in the "stories" section of website. Provide outreach coordination and scheduling support to individuals who want to record their stories. Manage social media content. Identify, schedule and share articles of interest on our FB and Twitter pages. Post project news and notices when new stories have been added to website. Promote events and spur audience engagement. Track social media analytics with monthly reports (likes/followers, mentions, top posts, profile visits, impressions).

**Victorian Village Community Development Corporation:** Victorian Village, Inc. exists to create a vibrant and diverse urban neighborhood that treasures our architectural heritage and builds a community that is safe, clean, and prosperous. Interns would help with efforts to develop the Victorian Village as a site for heritage tourism.

***The following pre-legal and policy internships carry 2 credits; they do not fulfill the F11 requirement. Students must register for History 461.***

**Holland & Associates, PLLC:** Work with a "holistic" lawyer in office work and legal project such as a legal brief, legal memorandum, settlement or negotiation letter; meet with supervising attorney at least bi-weekly; participate in trials when possible. Holistic law is a multidisciplinary, or more client-oriented and problem-solving oriented approach to legal problems, than traditional legal practice which tends to be more litigation and adversarial in approach.

**Juvenile Court of Memphis & Shelby County's Volunteer Services Bureau, Administrative Technician Intern:** Conduct probationer orientation with the child and his/her legal guardian; assist APS Coordinator with probationer case assignments to Auxiliary Probation Officers; accept new probation cases and close completed probation cases; conduct Summons Conferences with 1<sup>st</sup> and 2<sup>nd</sup> time misdemeanor offenders; conduct Day Reporting Conferences with probationers and families; contact volunteer applicants to schedule interviews, trainings, background checks as needed. Assist with interviews and trainings as needed; Enter probationer monthly status reports into Court database.

**Russell & Oliver:** Interns must possess excellent organizational skills and basic computer knowledge to provide assistance to Case Managers and Associates that focuses on employee benefits/labor and employment law. Undergraduate interns will assist the firm's staff with a variety of legal tasks. For example, the selected individual(s) will conduct detailed telephonic interviews and will negotiate with attorneys nationwide to settle lien claims on behalf of Russell & Oliver's clients. The intern(s) will be responsible for supporting a wide variety of assignments and responsibilities and will be exposed to a range of legal issues.

**Shelby County Commission, Legislative Operations Intern:** Provide administrative support to the Executive Secretary-Chief Executive. Draft correspondence as needed. Work to resolve constituent complaints and answer commissioners' inquiries, furnishing information regarding tasks or projects. Serve as staff support during Commission, committee, and community meetings. Coordinate/work neighborhood and community meetings/field activities. Must be able to type at least 45 WPM and be proficient in Microsoft Office. Professional writing skills, ability to multitask, and strong organizational capabilities are a plus.

**Stiles Law Firm:** Shadow attorney in his day-to-day activities, including preparing and executing Elder Care Law and Real Estate Law legal documents. Assemble files for the real estate closing, including contract with the realtors and mortgage companies. Prepare and proof Life Care Planning documents as well as sit in on the execution of these documents.

**In consultation with the department chair, students can also choose to complete a History Workplace Internship and receive 2 credits. History Workplace Internships take the form of any approved academic internship, in any department, from the list of sites maintained by Career Services. Such internships do not fulfill the F11 requirement.**

#### **INTERDEPARTMENTAL/ PRE-HEALTH**

***Requires Director Jessica Kelso's signature on internship application. Due to the competitive nature of these opportunities, students who have not completed a medically-related internship will also be given preference in***

*placement given that the priority deadline is met. In awarding internships, GPA and class standing are taken into account. Interdepartmental 460 qualifies for F11 credit. HPA 461 does not qualify for F11 credit.*

**Baptist Trinity Hospice:** Baptist Trinity Hospice provides comprehensive services to terminally ill patients and their families in their homes. Interns will have the opportunity to work with Home Hospice, Hospice House in Collierville, or the Hospice General Inpatient Unit at Baptist East. Students may set their own hours and must work eight hours per week. Must have proof of HIPAA certification within 12 months.

**Campbell Clinic, Orthopedic Intern:** Opportunity to shadow orthopedic surgeon. Must have proof of HIPAA certification within 12 months. Minimum GPA: 3.3 (Only available MWF in the morning.)

**Choices Memphis Center for Reproductive Health:** The Parallel Paths Statewide Coalition Project Intern will provide support to Choices' Parallel Paths project funded by the MAC AIDS Fund and AIDS United-Southern Reach grants. This position will work directly with the Community Partnerships Coordinator on all project tasks. This position will also provide opportunities to serve as a patient advocate in order to better understand Choices' clinical philosophies and practices that inform the Parallel Paths project.

**Church Health Center:** Requires an independent online application; please apply directly to the Church Health Center. To view a list of current offerings, go to: [churchhealthcenter.org/interns](http://churchhealthcenter.org/interns). You must register through Rhodes for academic credit once the internship has been approved by the Church Health Center.

**FirstTN Bank Wellness First Intern:** Intern responsibilities include: assist in coordinating wellness programs company-wide; assist & coordinate personal training & other fitness activities; assist in day-day-to-day operation of onsite Fitness Center; assist in scheduling & conducting special events and community activities; work with The Marketplace on site cafeteria for healthy nutrition programs; assist with design of health education programs; and learn working knowledge of HIPAA, legal policy & procedures of a corporate wellness program.

**LeBonheur Children's Medical Center, Pediatrics Intern:** Involves rotations through several activities including participation with a team of medical students, residents and physicians on rounds and in staff meetings, rotations through several outpatient clinics and observation of surgical procedures. An effort is made to tailor the activities to interest of individual students. Must be available Tuesdays and Thursdays from 8:00 a.m. - 12:00 p.m. Minimum GPA: 3.3. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of MMR vaccination; Varicella titer; proof of Hepatitis B vaccination or executed Hepatitis B statement; proof of influenza vaccination; clear criminal background check (within 12 months) and drug panel (within 30 days); and HIPAA certification. All tests, checks, certifications, and immunizations will be at the student's expense. (The drug panel and background check is \$120)

**Methodist University Hospital, Administration Intern:** Work with Chief Medical Officer on hospital administration. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of MMR vaccination; Varicella titer; proof of Hepatitis B vaccination or executed Hepatitis B statement; proof of influenza vaccination; clear criminal background check (within 12 months) and drug panel (within 30 days); and HIPAA certification. All tests, checks, certifications, and immunizations will be at the student's expense. (The drug panel and background check is approximately \$120)

**Methodist University Hospital Intern:** Students will participate in daily patient rounding. They will be given some scripting and will ask questions of patients and family members about various aspects of their stay (speaking with patients in our cafeteria, lobby, waiting rooms, or riding our shuttle bus from the parking lot). Shadowing and observing service expectations of staff in several patient care and non-patient care areas to include: Lab, Rehab (physical therapy, occupational therapy, speech therapy, and audiology), Clinical Nutrition, Food Service, Respiratory Therapy, Environmental Services, Security, or plant operations. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of MMR vaccination; Varicella titer; proof of Hepatitis B vaccination or executed Hepatitis B statement; proof of influenza vaccination; clear criminal background check (within 12 months) and drug panel (within 30 days); and HIPAA certification. All tests, checks, certifications, and immunizations will be at the student's expense. (The drug panel and background check is \$120)

**Pediatrics Intern:** Observe and assist a pediatrician with well-baby and child check-ups as well as appointments for sick children. Location will vary. Must have proof of HIPAA certification within 12 months. Minimum GPA: 3.3.

**Planned Parenthood:** Various opportunities available depending on the semester. See website for more information: <https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi/get-involved-locally/volunteer>.

**Southaven Internal Medicine, Dr. Wassef:** The intern will shadow Dr. Wassef, learn/assist with medical scribing, and learn/shadow medical triage. This position is available Mondays, Wednesdays, Thursdays and Fridays. Dr. Wassef prefers two four hour blocks of time Minimum GPA: 3.3.

**St. Jude Children's Research Hospital, Anesthesiology Intern:** Internship is available Mondays and Wednesdays 8:00 a.m. – 12:00 p.m. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of 2 MMR vaccines or laboratory testing indicating positive titers; proof of 2 varicella (chickenpox) vaccines or laboratory testing indicating positive titer or receipt from a healthcare provider of a diagnosis of chickenpox or herpes zoster (shingles); proof of Hepatitis B vaccination or laboratory testing indicating positive titer; clear criminal background check and drug panel; and HIPAA certification. All tests, checks, certifications, and immunizations will be paid for and conducted by St. Jude. Minimum GPA: 3.3

**St. Jude Children's Research Hospital Department of Epidemiology and Cancer Control:** Assist Visit/Recruitment Coordinators with the Pre-Visit Document Process. This includes but is not limited to: creating participant shadow charts; surveying mailings/reviewing databases in order to identify proper documents needed for study participants; and attending weekly staff meetings. Must have proof of HIPAA certification within 12 months.

**Urban Child Institute:** Contact [internships@rhodes.edu](mailto:internships@rhodes.edu) for more information.

\*Vet internships can also be arranged. Please contact [internships@rhodes.edu](mailto:internships@rhodes.edu) for more information.

## **INTERNATIONAL STUDIES**

*Requires Professor Barron Boyd's signature on internship application. International Studies 460 qualifies for F11 credit.*

**Chastain English Law:** Observe the activities of a private defense attorney and provide assistance with legal documents. Strong preference for students fluent in both English and Spanish.

**FedEx, Regulatory Public Affairs and Communications Intern:** International projects with all of FedEx global locations. Assignments will require data analysis and recommendations for the respective projects including international business research. Current projects are related to US Department of Commerce and selling strategies between the US, Europe, and Asia. Participate on international conference calls/meetings and interface with management/professionals in other regions to support inter-regional projects. 3.2+ overall GPA strongly preferred.

**Juvenile Court of Memphis & Shelby County's Volunteer Services Bureau, Administrative Technician Intern:** Conduct probationer orientation with the child and his/her legal guardian; accept new probation cases and close completed probation cases; conduct Summons Conferences with 1<sup>st</sup> and 2<sup>nd</sup> time misdemeanor offenders; conduct Day Reporting Conferences with probationers and families; contact volunteer applicants to schedule interviews, trainings, background checks as needed. Assist with interviews and trainings as needed; Enter probationer monthly status reports into Court database; Attend on-site meetings with Volunteers and Staff.

**Latino Memphis:** Map the Hispanic community in Memphis; develop and implement ESL lesson plans; research potential funding opportunities; help establish a mentor program between Rhodes and MIFA to work with Latino children in the public school system. Must be proficient in Spanish.

**Memphis in May:** Work with the VP Programming and Program Assistant on international program components for the MIMIF; interact with other MIMIF staff, festival affiliates, international organizations, local and international government representatives and the public; support VP Programming with programming research, identification, scheduling, program creation, and cultural impact evaluation. The intern will also support with researching and designing live events, exhibits, conferences and supporting materials.

**One Step Initiative, Digital Media Intern:** One Step Initiative aims to bring global education opportunities to the nation's most underserved high school students. Our vision is to grant students the experience of interacting & learning in an international environment beyond socioeconomic barriers. The intern will: develop content for and manage social media channels (including but not limited to Facebook, Twitter and Instagram); draft event and program press releases; develop and draft blog content; assist in creating content for online newsletters; edit web copy and update information on organization's website; maintain email contact lists and assist in designing email templates; locate opportunities for nonprofit to increase brand awareness.

**Refugee Empowerment Program:** Assist staff in developing effective ways to empower refugees in Memphis; assist in an after-school tutoring program; assist with ELL program for refugee adults; assist in researching, developing and writing grants; research refugee rights.

**Shelby County Commission, Legislative Operations Intern:** Provide administrative support to the Executive Secretary-Chief Executive. Draft correspondence as needed. Work to resolve constituent complaints and answer commissioners' inquiries, furnishing information regarding tasks or projects. Serve as staff support during Commission, committee, and community meetings. Coordinate/work neighborhood and community meetings/field activities. Must be able to type at least 45 WPM and be proficient in Microsoft Office. Professional writing skills, ability to multitask, and strong organizational capabilities are a plus.

**Shelby County Public Defender:** Assist attorneys in court and with clients; prepare paperwork for cases; assist in specialized courts such as drug courts.

**U.S. Congressman Steve Cohen (D), District Office Intern:** Interact with constituents and provide constituent services in Congressman Cohen's Memphis office and assist with special projects as needed.

**U.S. Senator Lamar Alexander (R):** Assist with office procedures of U.S. Senator Lamar Alexander. Interact with constituents and the staffs of Washington, D.C. and Tennessee. Assist with special projects as needed.

### **LATIN AMERICAN STUDIES**

***Requires Professor Elizabeth Pettinaroli's signature on internship application. Latin American Studies 460 qualifies for F11 credit.***

**Big Brothers Big Sisters:** The intern's duties will include: intake of calls from volunteers and parents; conduct group orientation for volunteers, parents and children; conduct group orientation and interviews of volunteers, parents and children to determine appropriateness & understanding of the program; maintain accurate records on assigned cases in AIM database; prepare profile descriptions of "Bigs" and "Littles" in order to propose matches; selects match candidates and implement match process; identify & evaluate problems related to match maintenance and provide appropriate intervention; maintain an accurate and up-to-date caseload on match contacts, goals and progress; participate in fundraising events and recruitment efforts of the agency.

**Caritas Village:** Caritas Village is a nonprofit that works to bring together people of different communities. The services they offer include: after-school arts and theatre programs, free walk-in medical clinic and ESL tutoring. Volunteers are needed to assist with each of these programs. Spanish-speaking volunteers are also needed to interpret.

**CASA (Court Appointed Special Advocates) Juvenile Court:** Represent the best interest of abused, neglected or other children whose placement is being determined by the Court. Must have very flexible schedule and be willing to commit to 12 months (Good experience for those considering careers in law, social work or family counseling.) Must be 21 by the start of the internship. Note: Bilingual advocates or those with strong Spanish skills will likely be assigned to cases involving Latino children.

**FedEx, Regulatory Public Affairs and Communications Intern:** International projects with all of FedEx global locations. Assignments will require data analysis and recommendations for the respective projects including international business research. Current projects are related to US Department of Commerce and selling strategies between the US, Europe, and Asia. Participate on international conference calls/meetings and interface with management/professionals in other regions to support inter-regional projects. 3.2+ overall GPA strongly preferred.

**Mid-South Peace & Justice Center:** An interracial organization dedicated to nonviolent education, advocacy, and action for local and global peace and justice issues. Interns may assist with several projects including Peace Committee, Community Gardens in Orange Mound (a low income neighborhood), Global Goods Store (Fair Trade), and/or Memphis Living Wage Coalition.

**Refugee Empowerment Program:** Assist staff in developing effective ways to empower refugees in Memphis; assist in an after-school tutoring program; assist with ELL program for refugee adults; assist in researching, developing and writing grants; research refugee rights.

## **MATH**

*Requires Professor Eric Gottlieb's signature on internship application. Math 460 qualifies for F11 credit.*

**Meridian Econometrics, LLC., Financial Modeling Analyst:** Intern will build financial forecasting models based upon the company's proprietary base model and model new inputs to the company's base model. Intern will also structure and build up a new computer database. Strong mathematical skills are required, and the student should be proficient in Wolfram Mathematica.

**Slingshot:** Slingshot is an organization working towards the end of poverty in Memphis. By applying investment principles to charitable giving, Slingshot Memphis is creating a new channel for donors to maximize impact. Their 'venture philanthropy platform' utilizes quantitative and qualitative analysis to identify, fund, and accelerate (or slingshot) a portfolio of organizations with highly effective solutions that improve the quality of life for Memphians living in poverty. Slingshot is designing short and long term internship projects to bring students in Memphis on board. Each project will require different knowledge and skills such as: implementing data collection instruments (survey, case study, observation, focus groups and interviews); extracting data and generating new information from it or from large online databases containing thousands of variables and millions of data points; cleaning and organizing data; designing data models, and building databases and queries; managing information life cycle and access; building statistical models; adapting and applying mathematical models to real life situations; and research.

## **MUSIC**

*Requires Professor Carole Blankenship's signature on internship application. Music 460 qualifies for F11 credit.*

**The Blues Foundation:** Work with radio staff to help stations get needed show material. Assist with organizing talent for the W.C. Handy Awards and Beale Street Caravan. Help with membership and affiliate promotions. Interns will also work with publicity and media. Interest in public relations required, especially in the blues genre.

**Green Law Firm, Music Licensing Intern:** The intern will assist with the Memphis Music Banq project, a music licensing program designed to help Memphis/Shelby County artists file copyrights to protect their music. The intern will host informational meetings with artists about the MMB and submission process, recruit songwriters and publishers, and assist in developing a quality control rubric for music content.

**Germantown Performing Arts Centre, Marketing and Development Intern:** Assists in writing/editing GPAC newsletter, season program, brochures and concert notes; assists in concept/design of advertising campaigns; assists in fund-raising programs; write/edit appeal and acknowledgment letters. Must be computer literate and be able to maintain confidentiality.

**Memphis Music Foundation:** Assist marketing and communications department with writing, editing and research; assist with event planning, sponsorship identification, proposal writing and presentation; compose website content; conduct small seminars, workshops and training sessions as required and within area of expertise; conduct research including internet research as required; provide general staff support to all departments within the organization, and assist at Foundation outside events and meetings.

**Memphis Symphony Orchestra, Public Relations Intern:** Assist in writing news releases and public service announcements; compile and send out media kits; file monthly calendar listings; work with PR Director in setting up TV promotional spots.

**Opera Memphis, Music Intern:** The intern would be involved in cataloguing the complete music library and creating a hard copy of the catalogue for staff use, organizing the Xerox music library, organizing and cataloguing the chorus prep materials library, and copying and organizing all chorus prep materials for all shows for next season.

**Opera Memphis, P.R./Marketing Intern:** Assist in creation of press releases and newspaper advertisements; assist in designing and publication of newsletter; assist during special marketing functions; recruit advertisers.

**Orpheum Management:** Assist in all areas of theatre management marketing, publicity, education, special events, box office, accounting. Must have interest in a variety of management areas and be flexible.

**STAX Museum of American Soul Music:** The ideal candidate for this internship shall possess a keen interest in the history of STAX including political and sociological issues. Intern will assist in exhibits, archives, and education.

## **POLITICAL SCIENCE**

***Requires Professor Anna Eldridge's signature on internship application. Political Science 460 qualifies for F11 credit.***

**Cornelius Bostick, Attorney at Law:** Observe the activities of a private defense attorney and provide assistance with legal documents.

**Chastain English Law:** Observe the activities of a private defense attorney and provide assistance with legal documents.

**Community Legal Center:** Screen potential clients and observe mediation in a law clinic that provides legal services to low-income, working people.

**Germantown Police Department:** Experience the routine and unique aspects of law enforcement; Assist in the education of citizens; Facilitate safe community activities and events. Special application required.

**Green Law Firm, Music Licensing Intern:** The intern will assist with the Memphis Music Banq project, a music licensing program designed to help Memphis/Shelby County artists file copyrights to protect their music. The intern will research publishing administrative agreements, master use licenses, and synchronization licenses.

**Juvenile Court of Memphis & Shelby County, Foster Care Department Intern:** Assist in the preparation of the packets of information for board reviews; Assist in disseminating material to board members and assist in reminder notifications to board members; Review permanency plans and supporting documentation of children in foster care; Assist with the maintenance of files/records and assist with the "paperless project" to help our office go from a paper file system to electronic record keeping; Assist with the preparation of training/educational materials for board members.

**Juvenile Court of Memphis & Shelby County's Volunteer Services Bureau, Administrative Technician Intern:** Conduct probationer orientation with the child and his/her legal guardian; assist APS Coordinator with probationer case assignments to Auxiliary Probation Officers; accept new probation cases and close completed probation cases; conduct Summons Conferences with 1<sup>st</sup> and 2<sup>nd</sup> time misdemeanor offenders; conduct Day Reporting Conferences with probationers and families; contact volunteer applicants to schedule interviews, trainings, background checks as needed. Assist with interviews and trainings as needed; Enter probationer monthly status reports into Court database; Attend on-site meetings with Volunteers and Staff.

**Memphis Area Legal Services:** Memphis Area Legal Services provides free legal assistance in civil (non criminal) matters to persons in Fayette, Lauderdale, Shelby and Tipton counties in TN. The intern's duties could include working within the case management system to follow-up and report on cases, assisting with case closure, scanning documents and filing them in our electronic database, building surveys, and working on special projects for outreach clinics.

**Planned Parenthood:** Various opportunities available depending on the semester. See website for more information:

<https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi/get-involved-locally/volunteer>.



**Shelby County Board of Commissioners:** The intern(s) will have the opportunity to see the inner workings of the legislative process that regulates the operation of county government including contracts, consolidated budget, setting property tax and the process ideas must go through in order to become public policy.

**Shelby County Public Defender:** Assist attorneys in court and with clients; prepare paperwork for cases; assist in specialized courts such as drug courts.

**Stiles Law Firm:** Shadow attorney in his day-to-day activities, including preparing and executing Elder Care Law and Real Estate Law legal documents. Assemble files for the real estate closing, including contract with the realtors and mortgage companies. Prepare and proof Life Care Planning documents as well as sit in on the execution of these documents.

**U.S. Congressman Steve Cohen (D), District Office:** Interact with constituents and provide constituent service in Congressman Cohen's Memphis office and assist with special projects as needed.

**U.S. Senator Lamar Alexander (R):** Assist with office procedures of U.S. Senator Lamar Alexander. Interact with constituents and the staffs of Washington, D.C. and Tennessee. Assist with special projects as needed.

**Various small law firms:** Contact Professor Anna Eldridge for contacts to other approved small law firms. Must be available to work in the morning hours.

## **PSYCHOLOGY**

***Requires Professor Natalie Person's signature on internship application. Psychology 460 qualifies for F11 credit. Student must have minimum 3.0 GPA in psychology major.***

**Big Brothers Big Sisters:** The intern's duties will include: intake of calls from volunteers and parents; conduct group orientation for volunteers, parents and children; conduct group orientation and interviews of volunteers, parents and children to determine appropriateness & understanding of the program; maintain accurate records on assigned cases in AIM database; prepare profile descriptions of "Bigs" and "Littles" in order to propose matches; selects match candidates and implement match process; identify & evaluate problems related to match maintenance and provide appropriate intervention; maintain an accurate and up-to-date caseload on match contacts, goals and progress; participate in fundraising events and recruitment efforts of the agency.

**Choices Memphis Center for Reproductive Health:** The Parallel Paths Statewide Coalition Project Intern will provide support to Choices' Parallel Paths project funded by the MAC AIDS Fund and AIDS United-Southern Reach grants. This position will work directly with the Community Partnerships Coordinator on all project tasks. This position will also provide opportunities to serve as a patient advocate in order to better understand Choices' clinical philosophies and practices that inform the Parallel Paths project.

**Church Health Center, Child Life Specialist:** Supervise and assist children in individual exploration and group teaching activities in the Child Life Room, Infant Toddler Room, and Intergenerational Art Studio; teach curriculum, provide exercise and movement assessments and child prescriptions; research information and create new lesson plans based on needs of clients and current trends. (Please note: Requires an independent online application; please apply directly to the Church Health Center. You will register for academic credit after the position has been offered to you.)

**DeNeuille Learning Center:** (non-profit educational and vocational facility for low income women) Assist with education, grant writing and preparation of students for job placement; serve as project coordinators for special projects.

**The Exceptional Foundation of West Tennessee Program, Teaching Assistant:** The Exceptional Foundation of West Tennessee is a non-profit organization which strives to meet the social and recreational needs of the mentally and/or physically challenged population. The intern will work hands-on with individuals with developmental disabilities and help facilitate activities including art, music, social skills, life skills, sign language, and more. The intern will have the opportunity to prepare lessons and lead group activities as well as helping to oversee cultural field trips.

**Kindred Place Family Center:** Gain experience in the fields of psychology, counseling, criminal justice, or social work. Programs include anger management classes, parenting classes, children's domestic violence support, women's

domestic violence support, domestic violence assessment of offenders, mentoring, classes for divorcing parents, and support groups for children of divorcing parents. Must have a GPA of at least 3.0 and be a senior.

**Friends for Life Corp., Psychology Intern:** Conduct assessments on persons with HIV/AIDS who present for services; assist in conducting support groups and developing therapeutic activities; assist in record-keeping; assist in evaluating services provided.

**Girls, Inc.:** Since 1947, Girls Incorporated of Memphis has provided girls ages 6-18 with quality programming that equips them for successful adulthood. Our mission is to inspire all girls to be strong, smart and bold. We align our programs and outcome measurements to our mission: Strong- living a healthy lifestyle; Smart- academic success; and Bold- healthy decision making and effective life skills.

**Latino Memphis:** Map the Hispanic community in Memphis; develop and implement ESL lesson plans; research potential funding opportunities; explore innovative cross cultural awareness projects/programs within the US; establish a mentor program between Rhodes and MIFA that works with Latino children in the public school system.

**Memphis College Preparatory Elementary:** Conduct interviews and surveys to ensure that the school effectively serves the local community. Help develop and organize kindergarten through 3rd grade curriculum materials and resources. Manage the parent and supporter database. Design marketing and recruitment/enrollment materials.

**Memphis Rise Academy Charter School:** Provide academic and operational support related to areas such as classroom decoration, teacher organization/grading, and daily school communication (memos, newsletters, etc.). Observe and/or co-teach with a full-time certified teacher of the intern's choosing, based on individual's interest in a subject. Assist in administrative duties in the areas of academics, operations, culture and special education.

**OUTMemphis, Development Intern:** Write, edit, and plan grants; conduct funder and foundation asset mapping; work on direct mail fundraising campaigns; assist staff with OUTMemphis' Annual Report; support Board Members in meeting their fundraising goals. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**OUTMemphis, Event Planning Intern:** Provide event support, including event planning, setup, and takedown; work to recruit and organize event volunteers; find and connect with local LGBTQ artists and musicians to help build a robust calendar of artistic and cultural events. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**OUTMemphis, Volunteer Coordinator:** Provide support for regular volunteer coordination tasks, such as signing up new volunteers, conducting Volunteer Orientation, and maintaining volunteer records; work to recruit and organize volunteers at events; connect with LGBTQ groups to recruit individual volunteers and organize volunteering group events. Must be knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender and questioning youth; have good verbal and written communication skills, and excellent computer skills including word processing, database operations, spreadsheets, and other software systems.

**St. Jude Psychology Clinic:** Tasks primarily include observation of clinical assessments and entry of data collected during clinical assessments and other tasks/opportunities (engagement with research labs, attendance at didactics, research and/or psychosocial patient care rounds, etc.) available depending on student interest.

**St. Jude Quality of Life/Palliative Care Intern:** The Quality of Life/Palliative Care internship will provide a qualified Senior exposure to palliative, end-of-life and bereavement care for patients and families at St. Jude. The intern will work with the bereavement coordinator, a psychologist on the Quality of Life team, and will have the opportunity to interface with pediatric palliative care practitioners and to work collaboratively with multiple departments. Most of the work of the intern will be project focused within the bereavement program and the intern will have the opportunity to interface with bereaved families and participate in research, if desired.

**Urban Child Institute:** The intern will review the Tennessee Commission on Children and Youth's Kids Count data report, providing the UBI with more detailed and nuanced information on the data. The intern will also review thoroughly what is being done in Shelby County to address deficiencies in children's health and wellbeing.

**United Way of the Mid-South, Early Childhood Development Intern:** Assist in development and coordination of pilot childcare quality improvement project. Assist in early childhood research, compilation and dissemination. Assist in developing and implement public awareness campaign and advocacy.

**Volunteer Odyssey, Impact Analyst:** Our mission is to connect every volunteer with his or her ideal volunteer opportunity and tell their stories. Intern will match volunteers based on their knowledge, skills, abilities and talents; analyze data and detect trends among our volunteers; assess organizational needs. This position provides hands-on mentorship and skill building, but also has ample opportunities for creativity and autonomy. Must be a junior or senior, preferably 21 or over for access to special events.

**West Tennessee Family Solutions Good Life Center:** Work with adults with developmental disabilities enrolled in the Good Life Center program; design a 12 week class under one of the four pillars: academic, enrichment, vocational, or advocacy; function as the main facilitator within the classroom and community activities. (Interns will NOT be responsible for tending to medical or behavioral needs of individual participants.)

**\*Additional school placements and/or museum education departments are available as appropriate. Please discuss with Professor Person.**

### **SPANISH**

***Requires Professor Kathleen Doyle's signature on internship application. Spanish 460 qualifies for F11 credit.***

**Latino Memphis:** Map the Hispanic community in Memphis; develop and implement ESL lesson plans; research potential funding opportunities; explore innovative cross cultural awareness projects/programs within the US; establish a mentor program between Rhodes and MIFA that works with Latino children in the public school system.

**Additional internships are available pending student's interests. Please schedule a meeting with Sandi George Tracy by calling 901.843.3800.**

### **THEATRE**

***Requires Professor Carole Blankenship's signature on internship application. Theatre 460 qualifies for F11 credit.***

**Opera Memphis, Production Intern:** Student should be interested in furthering knowledge of theatrical productions. Student must be able to lift up to 50 lbs. and have basic sewing skills. Intern will assist in the scenery and wardrobe warehouse, and assist in production administration and prepping for the main-stage operas.

### **URBAN & COMMUNITY HEALTH**

***Requires Professor Kendra Hotz's signature on internship application. Religious Studies/Urban & Community Health 460 qualifies for F11 credit.***

**Choices Memphis Center for Reproductive Health:** Offers the opportunity to work as a patient advocate in a women's health clinic. Placements in program development on issues such as preventing teen pregnancy are also available.

**Church Health Center:** Requires an independent online application; please apply directly to the Church Health Center. To view a list of current offerings, go to: [churchhealthcenter.org/interns](http://churchhealthcenter.org/interns). You must register through Rhodes for academic credit once the internship has been approved by the Church Health Center.

**FirstTN Bank Wellness First Intern:** Intern responsibilities include: assist in coordinating wellness programs company-wide; assist & coordinate personal training & other fitness activities; assist in day-day-to-day operation of onsite Fitness Center; assist in scheduling & conducting special events and community activities; work with The Marketplace on site cafeteria for healthy nutrition programs; assist with design of health education programs; and learn working knowledge of HIPAA, legal policy & procedures of a corporate wellness program.

**Memphis Farmers Market Operations Coordinator Intern:** Market Information Table; management of existing operations, educates volunteers on any new procedures and policies. Farm and facility visits and with Executive Director and members of the Board of Directors for the purpose of vendor engagement and market promotions. Assist

with implementing special events (Crop Hop 5K, Farm Fest, Holiday Market) including; attending committee planning meetings, soliciting donations, social media promotions, managing tasks during the event, etc. Work with the Executive Director on social media content creation and strategy. Photo management in Flickr (upload, organize, tag). Email Marketing Campaign management (organize, verify emails, clean-up groups, photo library). Volunteer recruitment efforts, working with the Market Coordinator on outreach and attending events focused on volunteer recruitment. Other office duties as needed including; filing, assisting with mailings, making phone calls, etc.

**Methodist Healthcare, Health & Faith Chaplain Shadowing:** Students will be paired with a Chaplain at each facility to learn the basic skills of listening to patients and family members. Interns will also participate in small group seminars focused on patient care issues and needs. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of MMR vaccination; Varicella titer; proof of Hepatitis B vaccination or executed Hepatitis B statement; proof of influenza vaccination; clear criminal background check (within 12 months) and drug panel (within 30 days); and HIPAA certification. All tests, checks, certifications, and immunizations will be at the student's expense. (The drug panel and background check is approximately \$120) **SPRING ONLY.**

**Methodist Healthcare, Health & Faith Program Intern:** Work on projects related to the Congregational Health network, patient outcomes both qualitative and quantitative, distributing Humanitarian Funds to MLH employees in need, and workshops with local clergy, liaisons, and congregational members. Interns will also have the opportunity to work on various grants including place-based population health management and eliminating breast cancer disparities. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of MMR vaccination; Varicella titer; proof of Hepatitis B vaccination or executed Hepatitis B statement; proof of influenza vaccination; clear criminal background check (within 12 months) and drug panel (within 30 days); and HIPAA certification. All tests, checks, certifications, and immunizations will be at the student's expense. (The drug panel and background check is approximately \$120)

**Methodist University Hospital Intern:** Students will participate in daily patient rounding. They will be given some scripting and will ask questions of patients and family members about various aspects of their stay (speaking with patients in our cafeteria, lobby, waiting rooms, or riding our shuttle bus from the parking lot). Shadowing and observing service expectations of staff in several patient care and non-patient care areas to include: Lab, Rehab (physical therapy, occupational therapy, speech therapy, and audiology), Clinical Nutrition, Food Service, Respiratory Therapy, Environmental Services, Security, or plant operations. Before starting the internship, students must provide verification of the following: TB skin testing within the last 12 months; proof of MMR vaccination; Varicella titer; proof of Hepatitis B vaccination or executed Hepatitis B statement; proof of influenza vaccination; clear criminal background check (within 12 months) and drug panel (within 30 days); and HIPAA certification. All tests, checks, certifications, and immunizations will be at the student's expense. (The drug panel and background check is \$120)

**Planned Parenthood:** Various opportunities available depending on the semester. See website for more information: <https://www.plannedparenthood.org/planned-parenthood-tennessee-and-north-mississippi/get-involved-locally/volunteer>.

## **URBAN STUDIES**

*Requires Professor Kendra Hotz's signature on internship application. Urban Studies 460 qualifies for F11 credit.*

**Advance Memphis, Communications Intern:** The Communications intern supports the communication initiatives for Advance Memphis through the development and distribution of participant, volunteer and donor facing materials. Intern manages social media content, write and monitors website content, increases online presence and outreach, creates newsletters, print material and other marketing materials, and organizes existing marketing materials.

**Bartlett Area Chamber of Commerce Economic Development:** Assist in gathering pertinent data (economic, demographic, industrial, etc.) that is used in marketing the community as well as strategic planning; assist in identifying relevant issues (political, workforces, housing, etc.) that could have an impact on the community; attend selected events.

**Big Brothers Big Sisters:** The intern's duties will include: intake of calls from volunteers and parents; conduct group orientation for volunteers, parents and children; conduct group orientation and interviews of volunteers, parents and children to determine appropriateness & understanding of the program; maintain accurate records on assigned cases in AIM database; prepare profile descriptions of "Bigs" and "Littles" in order to propose matches; selects match

candidates and implement match process; identify & evaluate problems related to match maintenance and provide appropriate intervention; maintain an accurate and up-to-date caseload on match contacts, goals and progress; participate in fundraising events and recruitment efforts of the agency.

**BLDG Memphis:** BLDG Memphis is a sustainable development organization based in Midtown and dedicated to a variety of community development projects throughout the greater Memphis area. Responsibilities may include communications, writing, research, and potentially event planning.

**Boys & Girls Club:** Intern will be immersed in the world of youth development. This position will help plan and help promote a positive safe environment for kids through the facilitation of special programs and events including, but not limited to the following programs; Smart Moves, Street Smarts, Power Hour Club, Torch and Keystone Club, Skill Tech, Triple Play, Sports, Fitness and Arts & Crafts. Must complete a background check and be willing to participate in random drug screenings.

**Caritas Village:** Our mission is to break down walls of hostility between the cultures, to build bridges of love and trust between the rich and those made poor and to provide a positive alternative to the street corners for the neighborhood children.

**Church Health Center:** Requires an independent online application; please apply directly to the Church Health Center. To view a list of current offerings, go to: [churchhealthcenter.org/interns](http://churchhealthcenter.org/interns). You must register through Rhodes for academic credit once the internship has been approved by the Church Health Center.

**Clayborn Temple Restoration Project, Marketing Intern:** Assist in restoration of historic Clayborn Temple building; conduct research pertaining to Memphis history, real estate, and foundations/municipal funding sources; develop and present research findings to project leaders; assist in grant writing and event planning; generate informative social media posts to update the public on the progress of the project.

**Forrest Spence Fund, Intern:** The FSF is a nonprofit organization with the mission of assisting with the non-medical needs of critically or chronically ill children and their families throughout the Mid-South. Intern responsibilities will include assisting the Executive Director with the planning and organization of the No Show Ball, Spring for Forrest Cocktail Party, Forrest Spence 5k and Friends for Forrest in Nashville. The intern will also assist the Program Director with Family Dinners and various programs throughout the 3 cities we service.

**Freedom Preparatory Academy:** Assist in the development and implementation of all aspects of building Freedom Preparatory Academy (a 6-12 charter school) including student recruitment, community outreach, event planning, logistics, hiring, and community meetings. Must have strong oral communication skills, writing and research skills and demonstrate the ability to manage multiple tasks.

**KIPP Through College:** As an integral part of the KIPP Through College (KTC) team, the Student Intern is responsible for providing support and assistance to the KTC Office staff, KIPP students and KIPP alumni. He/she must be willing to provide excellent customer service, serve as a resource for information and help create an environment conducive for academic and social engagement. The intern will be responsible for assisting with special projects, creating marketing materials, and assisting with Junior and Senior Seminar classes as needed.

**Knowledge Quest Community Connector-Boots on the Ground Intern:** This intern will be responsible for researching and outlining the most optimal community engagement/recruitment strategies for South Memphis residents. This intern will be responsible for developing and leading current community engagement programs and events including development of basic marketing materials to advertise events. This intern will also be responsible for creating and collecting survey research from community residents in regards to the needs and desires of the community-related to education, community development and food access/farming.

**Knowledge Quest Farm Assistant and Growers Intern:** This intern will be responsible with assisting our Farm Manager, with the day to day duties of operating a local and organic farm. The following tasks and work assignments include weeding, harvesting, maintaining aesthetics of the farm and flower beds, feeding and watering the chickens.

**Knowledge Quest Social Media Marketing & Communications Assistants:** The intern will be responsible for managing social media, graphic design, special event supports, consumer engagement tasks, and site-based and non-site-based tasks.

**Knowledge Quest Green Leaf Educator:** The intern will be responsible for teaching GL Agri-STEM curriculum lessons, developing new or additional material from current lessons for Adventure Education time, partnering with curriculum specialist on mini-series among the classrooms, and supporting Friday clubs alongside partner (Agricenter).

**Memphis & Shelby County Office of Re-entry:** GED teachers help adult learners acquire the education that they may have previously missed or been denied. By covering five core subjects through lesson plans and teaching them in the classroom, a GED teacher helps older students pass the government-created GED tests.

**Memphis Area Women's Council:** The Memphis Area Women's Council offers interns opportunity to participate in planning and carrying out strategic actions to raise community awareness and create community change; assist with Council meeting and board meetings; carryout research to bolster and inform action strategies; and craft optimum outreach on Council issues using social media and other technology including Powerpoint and web sites.

**Memphis Farmers Market Operations Coordinator Intern:** Market Information Table; management of existing operations, educates volunteers on any new procedures and policies. Farm and facility visits and with Executive Director and members of the Board of Directors for the purpose of vendor engagement and market promotions. Assist with implementing special events (Crop Hop 5K, Farm Fest, Holiday Market) including; attending committee planning meetings, soliciting donations, social media promotions, managing tasks during the event, etc. Work with the Executive Director on social media content creation and strategy. Photo management in Flickr (upload, organize, tag). Email Marketing Campaign management (organize, verify emails, clean-up groups, photo library). Volunteer recruitment efforts, working with the Market Coordinator on outreach and attending events focused on volunteer recruitment. Other office duties as needed including; filing, assisting with mailings, making phone calls, etc.

**Memphis River Parks Intern:** The Memphis River Parks Partnership considers the riverfront as a series of connected and complementary parks and facilities. Just as the parks connect to one another, so should the riverfront connect with downtown and underinvested neighborhoods adjacent to downtown. The partnership seeks to encourage the flow of people between downtown and the riverfront and to better connect with MLK Park, South Memphis and Uptown. Connection could be physical infrastructure, or programming that builds ownership, stewardship or expands opportunity. There are three potential internship fellowship opportunities: Transportation/connectivity, community engagement, place-related equity issues, racial equity, and/or health equity issues related to parks and green spaces in Memphis; Research and evaluation, developing measurement tools and processes, and possibly coordinating surveyors; Environmental science and education, developing Saturday science workshop for children and families.

**Memphis Urban League, Grant Writer Intern:** The intern's responsibilities would include: conducting in-depth research on funding possibilities for programs and initiatives; contributing significantly to source identification, feasibility analysis, and the proposal drafting process; assisting with development of program specific grant proposals; performing grant writing, grant management, funding opportunity research, resource research.

**Memphis Urban League, Development Intern:** The intern's responsibilities would include: Working with Director of Development, assisting with fundraising, producing events, analyzing strategic plans; Assisting with planning and implementation of fundraising events; researching donor prospects and granting organizations; attending strategic meetings; helping to plan benefits; distributing marketing materials.

**Mid-South Peace & Justice Center:** An interracial organization dedicated to nonviolent education, advocacy, and action for local and global peace and justice issues. Interns may assist with several projects including Peace Committee, Community Gardens in Orange Mound (a low income neighborhood), Global Goods Store (Fair Trade), and/or Memphis Living Wage Coalition.

**Moms Demand Action for Gun Sense in America Intern:** Provide an introduction to community organizing, legislative and social change, grant writing, data entry, communications, and relationships with the all Moms volunteers

and community partners. Assist Memphis co-leads for Moms Demand Action in completing regular administrative duties. Spring intern may also do legislative work and head to Nashville for Advocacy Day.

**National Civil Rights Museum, Collections Education Intern:** Assist Registrar with object cataloging and archive processing; Assist in research, development and execution of public programs; Research and develop education materials; Assist with special event planning, development and execution; Assist with exhibition installation and documentation.

**Overton Park Conservancy:** Work with the development director, communications director, and other staff to develop strategies to expand the Conservancy's public outreach efforts; Serve as the face of the Conservancy by supporting the planning and execution of small events in and outside of the park; Support the Conservancy's membership program by assisting with promotion, recruitment and acknowledgement of members; Assist with media relations by proposing stories and photo opportunities, drafting press releases, building and maintaining contact databases for media, neighborhood associations, & other partners; Represent the Conservancy at community events; Conduct surveys, visitor counts and similar outreach activities in the park and in neighborhoods surrounding the park.

**Perea Pre-School:** Assist with pre-school program for children from low-income families.

**Refugee Empowerment:** Assist staff in developing effective ways to empower refugees in Memphis; assist in an after-school tutoring program; assist with ELL program for refugee adults; assist in researching, developing and writing grants; research refugee rights.

**River Front Development Corporation, Recreational Programming Intern:** The Recreational Programming Intern will be responsible for assisting in the planning and implementation of activities and events for youth and adults. In addition, submitting content for the Riverfront Development Corporation's (RDC) traditional and social media outlets is required. Programming areas include: Beale Street Landing, Riverfront Bar & Grill, and the ten riverfront parks under RDC management. Separate application required. Email [internships@rhodes.edu](mailto:internships@rhodes.edu) for details.

**Shelby County Public Defender:** Assist attorneys in court and with clients; prepare paperwork for cases; assist in specialized courts such as drug courts.

**Stax Music Academy:** SMA is seeking energetic interns that will contribute to the growth and development of SMA students as well as the needs for the SNAP! After School Music Program. SMA utilizes music with an intense focus on the rich legacy and tradition of Stax Records. Interns will develop in one or all of the following areas: culture and music research, youth development, and/or strategic marketing and community engagement.

**Thistle & Bee, Social Enterprise Intern:** Thistle & Bee exists to serve victims of human trafficking in West Tennessee. Their social enterprise is built around the manufacture and sale of products made with the honey and herbs produced in their apiaries and gardens. Survivors employed by Thistle & Bee will gain skills and experience needed to rebuild their lives. Social enterprise internships are for applicants who have interest in marketing, sales, social media communications, public relations, business development, and administration. Interns must have access to a laptop.

**True Story Pictures, Communications Intern:** Reframe the "resources" section of our website to speak to national audiences. Add, update, and manage listings for national, regional, state, and local agencies, providers, and nonprofit organizations that work in the context of juvenile justice, youth and families, and criminal justice reform. Work with partners like the National Juvenile Justice Network to identify gaps within regions of particular interest. Transcribe audio interviews with individuals who've had personal contact with the juvenile justice system. Post interviews and photos in the "stories" section of website. Provide outreach coordination and scheduling support to individuals who want to record their stories. Manage social media content. Identify, schedule and share articles of interest on our FB and Twitter pages. Post project news and notices when new stories have been added to website. Promote events and spur audience engagement. Track social media analytics with monthly reports (likes/followers, mentions, top posts, profile visits, impressions).

**United Housing, Inc. (UHI) Housing Development:** Work with a nonprofit affordable housing agency that serves the City of Memphis and Shelby County Tennessee. United Housing targets its services to families who are underserved by the traditional home ownership industry. United Housing works to support the revitalization of Memphis neighborhoods

through the provision of construction services, home buyer education and counseling and affordable lending products to low-to-moderate income, first-time home buyers.

**UrbanArt Commission:** The mission of UAC is to enhance and elevate the quality of life in Memphis and Shelby County by promoting and facilitating public art and urban design. Responsibilities include administrative duties, assisting in reach and development projects, and supporting advocacy efforts.