

## 2023 NEX-GENERATION STUDENT INTERNSHIP OPPORTUNITIES BY CITY

Apply Online January 1 thru March 1, 2023: <https://connectnwk.org/nexgen/>

Business Name	City	County	Position Description	Category
Rawlins County Health Center	Atwood	Rawlins	Our intern will be able to focus on up to experience a rural hospital setting and concentrate on several areas of personal interest throughout the summer.	Healthcare
SurePoint Ag Systems	Atwood	Rawlins	SurePoint Ag Systems is a manufacturer of liquid application and control systems for agriculture. We are excited to offer two, Nex-Generation Intern positions. <b>Mechanical Engineering Intern:</b> We are seeing someone interested in Agricultural Engineering who is taking or has taken Mechanical or Agricultural Engineering classes. The student must have experience with or classwork in SolidWorks and must enjoy hands-on work. Position will include hands-on assembly and engineering testing. <b>Electrical Engineering Intern:</b> We are looking for someone who is currently enrolled in Electrical or Computer Engineering classes that has some software experience and is willing to figure things out on their own. They will be potentially working on circuit board design, software, and trouble-shooting.	Mechanical Engineering, Electrical Engineering, Agricultural Engineering
City of Belleville	Belleville	Republic	Our intern will work as Assistant Pool Manager this summer. Along with lifeguarding, this position will help with scheduling, payroll, and other administrative functions, as well as learn management skills.	Lifeguarding, Pool Management
Courser Lapo, PA	Belleville	Republic	Our intern will assist our office with Information Technology (IT) and Social Media Marketing. This is a great opportunity for the right candidate to use their technical skills in fun and creative ways, along with learning business aspects of healthcare.	Information Technology, Social Media, Marketing
Modern Practice Support (Modern Wellness Inc.)	Belleville	Republic	We are seeking an intern to assist as our website developer, focusing on search engine optimization (SEO).	Web Development, Social Media
Republic County Recreation Association	Belleville	Republic	Our interns will gain hands-on experience in turf grass management of our nine-hole golf course. Duties will include mowing, weedeating, and performing machine repairs, as well as learning irrigation systems.	Grounds, Maintenance
Heart Choices, Inc	Beloit	Mitchell	Our intern(s) will assist in planning, advertising, and carrying out fundraising events, as well as developing a simple marketing plan for educating young women and men about the services of Heart Choices. They will also assist with social media posts to promote our services.	Family Planning, Social Services
Mitchell County Hospital Health Systems	Beloit	Mitchell	We would like to bring in youth that have an interest in the health care field and train them to become nursing assistants. They will have an opportunity to shadow other departments to gain better understanding of the career opportunities available in health care.	Healthcare
North Central Kansas Technical College (NCK Tech) - Administration	Beloit	Mitchell	<b>Administration Intern:</b> Our Administration Intern will assist with accounts payable filing, entry, and more. They may also help with other office responsibilities.	Administrative, Office Assistant
North Central Kansas Technical College (NCK Tech) - Information Technology	Beloit	Mitchell	<b>Information Technology (IT) Intern:</b> Our IT Intern will gain hands-on experience with all aspects of business computer hardware and software on campus, and may work with phone systems and copiers, as well.	Information Technology
North Central Kansas Technical College (NCK Tech) - Maintenance	Beloit	Mitchell	<b>Maintenance Intern:</b> Our Maintenance Intern will help with the upkeep of buildings and lawn, and may also help with building equipment installation and repairs.	Grounds, Maintenance
Setter Dogs	Beverly	Lincoln	Our interns will provide care to a 31-run, working dog kennel by feeding, watering, and cleaning the dogs, as well as maintaining pens and dog houses. Interns will assist in training bird dogs and maintaining property for wildlife. The interns will be part of the team that assists the kennel in maintaining its licenses with the Kansas Department of Agriculture.	Dogs, Kennels, Maintenance, Hunting

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Greater Northwest Kansas Community Foundation	Bird City	Cheyenne	We are seeking a junior or senior-level college student majoring in marketing or communications to assist with wide variety of projects that will help develop skills in marketing, communications, accounting practices, documentation procedures, and other general office practices. The student will be exposed to a number of workplace software packages including Microsoft Office, Adobe, Foundant, and Canva. The intern will need their own transportation and must be willing to travel to our affiliate foundations within our 13-county region to assist with software training or marketing needs.	Non-profit, Community Development, Foundation, Administrative
Tri-State Antique Engine & Threshers Association	Bird City	Cheyenne	We are seeking two interns to assist with preparations for our annual Tri-State Antique Engine and Thresher Show in July. Interns will receive hands-on experience with moving equipment around on the grounds, cleaning, performing outside maintenance, mowing, watering, and picking up trash, as well as painting and minor equipment maintenance and assembly jobs. One intern will likely spend time in more of an administrative role, assisting with data entry and helping set up and rearrange our museum building, but may also assist with the remaining preparations, as needed.	Travel & Tourism, Outside Grounds Maintenance, Equipment Maintenance, Administrative, Event Planning
Advantage Architectural Woodwork	Colby	Thomas	At Advantage Architectural Woodwork, there are many areas in which the students could work. They may choose among sanding window and door parts, installing glass and/or hardware, assembling window frames and sashes, gluing up boards, or a little of everything. We are located just a few miles north of Levant, near Colby. Some positions or tasks may require a student to be at least 18 years of age. Great opportunity for hands-on work!	Architecture, Woodworking
Citizens Health	Colby	Thomas	Our interns will be able to select from a number of general clinic positions within the hospital or clinic setting. Examples include, but are not limited to, pharmacy, rehabilitation, cardiopulmonary, and radiology.	Healthcare
Colby Community College	Colby	Thomas	The Student Accounts office at Colby Community College needs additional help year-round with the following: data entry, assisting student and parents with account-related questions, answering telephones, returning calls, receiving and sending emails. During the summer months, this is not a sleepy office, as we have five summer start dates for classes. Excellent opportunity for a student to learn the interworkings of a college environment and how to navigate their own college experience with confidence.	Administrative
Peoples State Bank	Colby	Thomas	We are looking for an intern for our Colby and Hoxie branch banks who wants to learn more about the world of finance and banking. We help local individuals, farmers, and other businesses with financial growth and stability.	Banking, Finance
Thomas County Historical Society	Colby	Thomas	The intern will be involved in a variety of museum activities, from assisting with events and exhibit designs to scanning photographs and documents. The right candidate may be asked to assist with social media posts, as well.	Museum, Travel & Tourism, Social Media, Photography, Administrative

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Business Name	City	County	Position Description	Category
City of Concordia	Concordia	Cloud	The City of Concordia is seeking a Parks and Recreation Intern. This student will assist the Director of Parks and Recreation with recreation program scheduling and administration, including program-specific planning, marketing, budgeting, and record-keeping. The intern will work closely with the Sports Complex Operator and Parks Supervisor performing daily maintenance tasks at the parks, sports complex, and swimming pool. This will involve using and repairing a variety of equipment and tools. Student must be at least 18 years of age at the time of the internship.	City Management, Parks and Recreation, Community Development
Sharp Performance	Concordia	Cloud	Sharp Performance, with locations in Salina and Concordia, is interested in individuals to assist with marketing and social media, as well as summer camps and clinics. Interns will work in our gyms where they will learn and experience first-hand customer service skills, health and safety requirements for gym facilities, cleaning gyms, and overall gym facility management.	Athletic Training, Fitness, Sports, Recreation, Gym
Domoney's Furniture & Funeral Home	Downs	Osborne	Our intern will help with day-to-day duties within the furniture store and possibly with the funeral home. Duties include maintenance, mowing, painting, and receiving, delivering, and repairing furniture. The intern will also help with advertising on Facebook and other media outlets.	Administrative, Furniture Store, Social Media and Marketing
Downs & Smith Center Vet Clinics	Downs	Osborne	Students will gain hands-on experience in all aspects of a rural, mixed animal practice, from pet care to client relations to equipment maintenance.	Veterinary
Shoes ETC. & Stonz Jewelry LLC	Downs	Osborne	Our intern will assist with the day-to-day, small business operations, including customer service, working with merchandise, all social media platforms, including LIVE Facebook selling, general creative projects, point of sale, and store cleanliness. Our environment is different every day and so much fun! We hope you choose to work with us!	Retail Sales, Customer Service, Social Media Marketing
The Hair Shop/Boutique 602	Downs	Osborne	Looking for a fun and rewarding atmosphere? Our intern will be responsible for putting up fresh displays, keeping our website current, cleaning, answering the phone, and putting away freight. We are looking for applicants who are friendly and outgoing to join our team this summer!	Social Media, Marketing, Administrative, Customer Service
The Kansas Soil Health Alliance	Esbon	Jewell	The Kansas Soil Health Alliance is a farmer and rancher led non-profit organization that provides soil health education and resources to growers across the state. We are seeking a part-time intern to assist in many of our outreach efforts. Work will include creating social media posts, helping design marketing items (t-shirts, hats, etc.), and helping coordinate field days. Other possible tasks include updating and maintaining a database of organization contacts and helping create promotional videos. Tasks can be tailored to the intern's skill set. Work will primarily be remote with some in-person events and meetings.	Agriculture, Event Planning, Outreach, Administrative, Remote Worker
Cotten Collision Inc.	Glade	Phillips	Our Intern will have a chance to gain a broad understanding of the automotive collision repair industry by assisting in the repairing process of automobiles. We also have several restoration projects in process, so there may be a chance to see part of that industry, as well. We now have an air -conditioned shop to help battle the summer heat.	Automotive Repair, Service Station
Cunningham Telephone & Cable	Glen Elder	Mitchell	POSITIONS HAVE BEEN FILLED.	Telecommunications
City of Goodland Police Department	Goodland	Sherman	Intern will assist the police department with evidence, policies, and general duties.	Law Enforcement, Administrative

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Business Name	City	County	Position Description	Category
Plains Heating and Air Conditioning Inc.	Goodland	Sherman	<b>Office Intern:</b> This individual will answer phones and handle customer inquiries for HVAC service. They will work with work orders and invoices. They will learn aspects of running and maintaining a business and office space. They will assist with light cleaning of office spaces. <b>HVAC Intern:</b> This intern will assist a tech on installing equipment at a customers home or business while learning on the job skills of working with customers and learning HVAC skills.	HVAC, Installers, Office, Administrative
Goodland Activities Center	Goodland	Sherman	We are seeking an intern to help maintain and prepare baseball and softball fields for our summer recreation programs. Our intern will schedule league games and tournaments; perform daily field maintenance such as mowing, prepping infield, and work on other day-to-day tasks to make our summer leagues run smoothly and efficiently.	Sports, Recreation, Maintenance
Goodland Regional Medical Center	Goodland	Sherman	Our intern will have opportunities to shadow clinical staff and/or providers, including emergency room and nursing floor. They will help with vitals and rooming patients with staff present. Following our providers will enable the student to gain a deeper understanding of the healthcare environment.	Healthcare
Goodland Welcome Center	Goodland	Sherman	This position will support community and business development projects for Sherman County Community Development Corporation. Intern will assist with the daily operations of the Welcome Center, as well as work on business directory updates, community events, and organizations. The intern will collect, organize and update local documents and databases. He or she will greet visitors, share local and area information and economic resources with travelers, and help to build lasting relationships. The intern will also work with the Director to coordinate and identify funding opportunities for our community.	Travel & Tourism, Community Development, Economic Development
Lou Lou's Boutique	Goodland	Sherman	Our team at Lou Lou's Boutique will train and guide an intern in retail customer service, social media marketing, and website management skills every day. Our brick and mortar boutique offers experience in all aspects of customer relations, including point of sale system checkout, inventory management, building relationships, and personal development. Social media is our main source of advertising; therefore, we focus on building trust and excitement for our customers to engage with us on several platforms each and every day! We use Shopify POS systems for building and creating our online website content. We are confident our intern will gain a strong foundation for their career journey and an excitement for their future!	Retail Sales, Customer Service, Social Media Marketing
The Goodland Arts Council (dba Carnegie Arts Center)	Goodland	Sherman	Our intern will work as an art gallery attendant. They will help install art and keep the building tidy. Additionally, they will greet patrons and make business phone calls.	Art, Travel & Tourism, Administrative
Grinnell Locker	Grinnell	Gove	Our intern will learn the basics of running a meat locker, including, but not limited to, inventory management, scheduling, customer assistance, basic meat cuts, curing process, sanitation, state inspection rules, and the smoking process. By the end of the summer, the student will have the ability to create their own type of product and be able to order appropriate items, process, package, price, and market to customers. Some positions may require student to be at least age 18.	Meat Processing, Foods

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Bethesda Place	Hays	Ellis	<b>Farm Assistant/Direct Support Interns</b> - Interns in this position will work alongside six men with developmental disabilities to assist in managing gardens, animals, and property. The position may include assisting with new construction or remodels. It may also include coffee roasting and helping with farmers market sales of produce with the men of Bethesda Place. <b>"Star Summer" Assistant Intern</b> - In this position, our intern will help coordinate and facilitate a Care Cooperative Calendar where children and adults can gather in community settings with their caregivers to have an enriching summer experience. This intern will work alongside caregivers and community partners to ensure that participants of the program can together enjoy all that Hays has to offer.	Programs for People with Special Needs, Outdoor Maintenance
Bright Minds Academy	Hays	Ellis	Our intern will be responsible for helping care for children as part of our required, student-teacher ratio. We have 4 classrooms (Infant, Toddler, Junior Pre-K, and Pre-K), ranging from two weeks old through six years old. Student interns will be expected to be proactive and engaging with children.	Child Care, Early Childhood Development, Pre-School
Downtown Hays Development Corporation	Hays	Ellis	This summer, Downtown Hays will be needing a dedicated, Market Manager for our Downtown Hays Market. Our intern will manage social media for our organization and run the Saturday morning Market. Responsibilities include recoring transactions for both the Supplemental Nutrition Assistance and Double Up Food Bucks programs. We will provide thorough training on this, as well as USDA Farmers Market rules. Our intern will have an amazing opportunity to interact with community members. Hours will be 6:30-11:30 a.m. on Saturday mornings, with an additional hour during the week. The position requires good time management and personal accountability skills.	Administrative, Management, Social Media and Marketing, Sales
Ellis County Historical Society	Hays	Ellis	POSITION HAS BEEN FILLED.	
Hays Arts Council, Inc.	Hays	Ellis	The Hays Arts Council summer intern position may include responsibilities and activities such as preparing for, assisting with, and leading youth art classes, as well as cleaning up afterwards; and assisting with other summer classes, gallery work, mailings, and receiving visitors to the Hays Arts Center.	Travel & Tourism, Art, Administrative
Nex-Tech - Creative Solutions	Hays	Ellis	POSITION HAS BEEN FILLED.	Social Media, Marketing, Graphic Design
Nex-Tech - Field Operations	Hays	Ellis	POSITIONS HAVE BEEN FILLED.	Telecommunications
Nex-Tech - Systems Development Intern	Hays	Ellis	POSITION HAS BEEN FILLED.	Systems Development, Information Technology
Theraplay Learning Center	Hays	Ellis	Theraplay Learning Center is a pediatric therapy clinic that provides occupational, physical, and speech therapy services to children of varying ages and abilities in Norton and Hays. Our intern will be responsible for managing office duties, helping with transition of patients, and supporting our therapists, as needed, both with patients and the business needs of running a small clinic. Internship positions are available in both Norton and Hays locations.	Pediatrics, Occupational, Physical, and Speech Therapy, Children

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Graham County Hospital	Hill City	Graham	Graham County Hospital has many different opportunities at the hospital and clinic depending. We offer intern positions in several departments, including nursing, physical therapy, radiology, and lab, depending of the interest of the student.	Healthcare
Graham County Recreation Commission	Hill City	Graham	Our interns will perform maintenance and operation of our summer baseball complex, as well as other improvement projects within our gym and storage facilities.	Sports, Recreation, Maintenance
Paradise Roots Pharmacy	Hill City	Graham	An intern at Paradise Roots Pharmacy will work as a Front End Clerk, learning customer service and bookwork/accounting skills, with primary focus on running the cash register, inventory management, and phone system. This position has the potential to transition to a licensed Pharmacy Technician.	Pharmacy, Healthcare
Hoxie Feedyard - Foote Cattle Company	Hoxie	Sheridan	We are looking for interns for our Hoxie (Hoxie Feedyard) and Oberlin (Decatur County Beef) locations who want to learn more about hard work, taking great care of animals, and feeding the world! We are one of the nation's largest cattle operations and are right here in Northwest Kansas. We do business with hundreds of local farms and businesses each day to help make our local economy strong. Our people take care of cattle, run large equipment, do accounting and bookkeeping work, farm, drive trucks, and work with others in many ways every day.	Livestock, Agriculture, Feedyard
Main Street Arts Council	Hoxie	Sheridan	<b>Theatrical Interns (5):</b> Our Theatrical Interns will assist a show director in the preparation and rehearsing of a full-scale children's musical in one of our participating communities. Interns will learn all of the in's and out's of putting on a production and will gain valuable hands-on experience throughout the process. They will assist with show design, direction, fundraising, rehearsals, building sets/props, costuming, lights/sound, ticket sales, marketing, and more. <b>Marketing Intern (1):</b> The Marketing Intern will assist Main Street Arts Council staff with the promotion of the annual, 2023 Main Street Summer Theater Festival, which provides free performance and learning opportunities for area youth ages 5-18 from the northwest Kansas Region. The 2023 season is tentatively scheduled to include performances in Atwood, Colby, Goodland, Hoxie, and Quinter. The Marketing Intern will assist with all aspects of promoting the festival through various mediums including web, email, social media, print, news, and radio. This position requires creativity, great attention to detail, an affinity for the arts, theater and music, and the ability to handle multiple projects at one time. Graphic design skills are highly sought.	Theatre, Youth Programs
Peoples State Bank	Hoxie	Sheridan	We are looking for an intern for our Hoxie and Colby branch banks who wants to learn more about the world of finance and banking. We help local individuals, farmers, and other businesses with financial growth and stability.	Banking, Finance
Restore Physical Therapy and Wellness, LLC	Hoxie	Sheridan	The intern will be responsible for day-to-day operations at the clinic, such as answering the phone, scheduling appointments, and maintaining a clean and safe environment for the patients. The intern will also work closely with the therapist to design home exercise programs for patients and may assist with directing the patients through these exercises. The intern will also help in leading a senior wellness class. Other tasks may include marketing and social media updates and customer relations items related to the business.	Healthcare, Physical Therapy, Office Assistant



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Business Name	City	County	Position Description	Category
Sheridan County Community Foundation (an Affiliate of GNWKCF)	Hoxie	Sheridan	The intern would assist with building out a database of our past/current donors. They will also assist with general office organization, website and social media management, and posting event flyers around town. Depending on capabilities, they will assist in the development of promotional materials, such as brochures, fliers, and presentations for the foundation and our programs, as well as visitor pamphlets for the City of Hoxie and Sheridan County.	Non-profit, Marketing and Social Media, Community Development, Foundation, Administrative
The Elephant, LLC	Hoxie	Sheridan	An intern with The Elephant will learn classic cooking techniques and develop technical skills necessary to work in a professional restaurant kitchen. This includes prep work, operating the line during lunch or dinner service, and possibly some administrative work. It provides advanced experience for those looking to pursue a degree or career in the restaurant or hospitality industry, and it also develops a great deal of leadership and time management skills.	Hospitality, Restaurant
The Sheridan Sentinel	Hoxie	Sheridan	COLUMNIST INTERN: An intern in this position will find subjects and write articles for each week of the newspaper. MARKETING INTERN - This person will sell ads and other print jobs and services, as well as perform marketing for The Sheridan Sentinel.	Communications, News Writing, Marketing
Sheridan County Historical Society & Mickey's Museum	Hoxie	Sheridan	Our intern will have the opportunity to learn important office skills pertaining to a museum, including typing, editing, scanning, labeling, and photographing museum items. These skills will help the intern learn the historical significance to the community. The intern will also be able to exercise their creative side by helping with displays and writing stories. Hours may be flexible to coordinate with the intern's and the museum's schedule.	Travel & Tourism, History, Marketing, Photography
Wahlmeier Farms Vineyard	Jennings	Decatur	An internship at Wahlmeier Farms Vineyard allows students to experience a variety of jobs. Duties will include pruning and training grape vines, landscaping, and weed management. Only students age 21 or older will be able to assist with filtering, bottling, and labeling, serving, and providing wine tastings. Our intern may also assist with inventory and point of sale management.	Vineyard, Agriculture, Landscaping
Kensington Locker	Kensington	Smith	Kensington Locker is seeking an intern interested in learning about meat processing and/or animal science. The right candidate will be responsible for providing excellent customer service, scheduling appointments, and learning and following USDA regulations, as well as working in the processing area. This is a fast-paced environment where individuals can expect to be on their feet most of the day and should be able to lift up to 60 pounds. Position may require student to be 18 years of age or older.	Meat Processing, Foods
Nonabel Holdings, LLC, (dba LaDow's Market)	Lebanon	Smith	LaDow's Market is a full-service grocery store in the heart of the nation: Lebanon, Kansas. This internship will include shadowing the day-to-day workings of a small business in rural Kansas, including managerial duties such as creating and executing the order for each week, keeping back end inventory, and managing customer service requests, as well as other duties included in the workings of a store, such as facing and restocking shelves, interacting with customers, and keeping the place of business tidy and clean. This position offers flexible hours, between 20 and 40 hours per week. No prior experience necessary.	Grocery Retail, Business Management

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R Family Farms	Lebanon	Smith	<b>Herd/Farm Manager Intern:</b> R Family Farms is a progressive multifaceted farm that includes hogs, cattle, and grain crops. Our Herd/Farm Management Intern will learn and grow in these farm related activities: daily chores, herd health observations, grinding/mixing of feed, various tractor or other implement duties; farrowing, weaning, and working of hogs; and overall care of the animals and the land. Some animal husbandry and/or equipment knowledge is preferred, but not required. This internship will require 30-40 hours of employment each week. <b>Communications/Media Intern:</b> R Family Farms is a progressive multifaceted farm that markets private labeled pork, beef, and other meats via ecommerce and in-store shopping. As a Communications/Media Intern, the student will learn and grow in media/communication related activities: creating, scheduling, and managing social media content, managing customer service outlets, managing and creating blog and newsletter content, photographing product and recipes, and order management/delivery. Position will require some on-site work, but may be primarily remote. Some experience in professional usage of social media or content creation in general is preferred, but not required. This internship will require 10-20+ hours of employment each week.	Agriculture, Social Media, Marketing
Nex-Tech - Accounting	Lenora	Norton	Interested in learning more about working in accounting in a business setting. Will assist the accounting department with some data entry items and learn about maintaining accurate and complete financial record. This is a great opportunity to get hands on experience and a chance to shadow accounting personnel. The student will also gain skills in learning to work as part of a team and will gain knowledge in using different types of software.	Accounting, Office Assistant
Nex-Tech - Youth Services/Human Resources	Lenora	Norton	POSITION HAS BEEN FILLED.	Administrative, Human Resources, Youth and Community Development
Kansas Pregame	Lincoln	Lincoln	Intern will gather high school football pre-season team information and learn to cover live events on our multimedia platforms. Intern should be a strong writer and speller and have an understand of technology and social media. Student must be self-disciplined and have the ability to work independently and remotely, and to meet deadlines.	Journalism, Sports Publications, Social Media, Marketing
Lincoln Farm Supply	Lincoln	Lincoln	Our intern will work with management and office staff to design operations standards and employee manuals to assist in then developing marketing for employee recruitment	Agriculture, Sales, Marketing, Administrative
USD 298 - Lincoln	Lincoln	Lincoln	USD 298 Lincoln is looking for a student interested in working in an office environment, where they will exercise excellent communication skills and experience a variety of administrative tasks. Our intern will receive visitors at the front desk by greeting, welcoming, directing, and announcing them appropriately; answer, screen, and forward incoming phone calls; receive and sort daily mail; update calendars; and schedule meetings. The intern will also assist with the summer, food program by setting out lunch items, supervising children in attendance, and helping with clean up.	Office Management, Administrative



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Laugh N Learn Childcare	Logan	Phillips	Our Interns will get first-hand experience at what it takes to be a daycare provider. We currently operate two group daycares in the daycare center in Logan. We have two daycare suites, with one intern per group daycare. Interns will help provide daily needs to each child, ranging in age from newborn to 10. They will help learn how to provide healthy meals and engaging activities to all children. They will plan daily lessons and activities that they can do to help teach the children.	Child Care, Early Childhood Development, Pre-School
Lucas Arts & Humanities Council Inc. (aka Grassroots Art Center)	Lucas	Russell	Our Intern will learn cash, card, and check sales, office and organizational skills, as well as public relations and public speaking. They will also work on opening and closing the gallery and working at the front desk and in gift shop area. These tasks include greeting visitors, giving tours, and assisting in helping locate merchandise.	Travel & Tourism, Community Development, Administrative
Mankato Plumbing & Appliance	Mankato	Jewell	POSITION HAS BEEN FILLED.	Plumbing, HVAC, Appliance
Possibilities - Jewell Co Justified	Mankato	Jewell	At Possibilities, our interns will work on a variety of tasks, including customer service, system processes, advertising and graphic design, and promotional planning. Interns will be in a fast-paced, creative environment, which includes a coffee shop, floral shop, and gift store.	Floral, Barista, Social Media
Possibilities - Sweden Creme	Mankato	Jewell	Our Sweden Creme intern will learn about the in's and out's of the restaurant business. This includes daily operations, customer service, food costs, inventory ordering, systems management, leadership, and advertising. Must be hands on and active, willing to learn, and enjoy working in a fast-paced, quickly evolving environment.	Restaurant
Walker Auto Service LLC	Mankato	Jewell	Our intern will work hands-on in the automotive repair setting. Work will vary based on level of experience, from mechanical projects to service station duties, and will include customer service.	Automotive Repair, Service Station
Northwest Kansas Library System (NWKLS)	Norton	Norton	Our intern will work as an assistant librarian and will be involved in all facets of our business. They would assist with rotating books to our 23 member libraries, working with schools to rotate a collection to them every other month, as well. The intern will work also on our marketing team and continue work on our Storywalk collection, as well as promoting our business within the community and assisting with marketing for our member libraries.	Library Science, Business, Office Assistant, Administrative
Norton County Community Foundation	Norton	Norton	Our intern will work with our staff to plan and help with our annual Match Day event, update and design web content and other social media, and work in the community to further Foundation goals.	Non-profit, Community Development, Foundation, Administrative
Theraplay Learning Center	Norton	Norton	Theraplay Learning Center is a pediatric therapy clinic that provides occupational, physical, and speech therapy services to children of varying ages and abilities in Norton and Hays. Our intern will be responsible for managing office duties, helping with transition of patients, and supporting our therapists, as needed, both with patients and the business needs of running a small clinic. Internship positions are available in both Norton and Hays locations.	Pediatrics, Occupational, Physical, and Speech Therapy, Children

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Business Name	City	County	Position Description	Category
Decatur County Beef - Foote Cattle Company	Oberlin	Decatur	We are looking for interns for our Oberlin (Decatur County Beef) and Hoxie (Hoxie Feedyard) locations who want to learn more about hard work, taking great care of animals, and feeding the world! We are one of the nation's largest cattle operations and are right here in Northwest Kansas. We do business with hundreds of local farms and businesses each day to help make our local economy strong. Our people take care of cattle, run large equipment, do accounting and bookkeeping work, farm, drive trucks, and work with others in many ways every day.	Livestock, Agriculture, Feedyard
Decatur County Museum	Oberlin	Decatur	Our intern will learn county and state history by entering data information into Excel. They will be scanning documents, helping set up displays, and performing other office work.	Travel & Tourism, Administrative
Osborne County Memorial Hospital	Osborne	Osborne	We will expose our interns to a variety of positions in healthcare, such as CAN (Certified Nurse's Assistant), office assistant, and dietary careers.	Healthcare
Amber Salon & Spa	Phillipsburg	Phillips	Our intern will be answering the phone, assisting with tanning beds, cleaning, booking appointments, checking customers out at computer, ordering products, stocking shelves, running errands, and more.	Cosmetology, Salon, Spa
ArteVae	Phillipsburg	Phillips	Student will learn manufacturing skills in leathercrafting, marketing, publishing, sales, and inventory.	Art, Crafts, Marketing
Bohl Farm and Auto - NAPA	Phillipsburg	Phillips	Our intern will greet and assist customers both over the phone and in person. They will also help with store inventory and stocking and in locating auto/truck parts and supplies using our computer system. They will also learn how to handle payments to complete customer transactions.	Office, Auto Parts, Inventory
Farmers & Ranchers Outlet, LLC	Phillipsburg	Phillips	Our intern will get a full grasp of running a small business, from running the retail, Point of Sale system (inputting new inventory, printing tags, processing sales, and inputting bills), to stocking new inventory, to helping customers, and much more. The intern will also have the opportunity to work with website content, ad designs, radio ads, email marketing, and social media. Student must be able to lift 50 pounds and run a fork lift. Intern must be age 18 by the start date.	Business Management, Retail, Customer Sales, Administrative, Agriculture, Livestock
H&R Block	Phillipsburg	Phillips	Our intern will assist with client bookkeeping, learn software and categories, work through a basic tax return, experience how to work professionally in serving customers, and perform other basic office work, such as filing. They will also work with us on marketing ideas for the next tax season and on other tasks as needed.	Administrative, Finance, Bookkeeping, Accounting
Krafft Beef LLC	Phillipsburg	Phillips	Intern will be part of a variety of tasks centered around rural food production and e-commerce business. Tasks will include managing inventory, preparing orders for shipping and delivery, e-commerce marketing, website and social media marketing and content creation, product photography, basic digital design, and on-farm tasks. Intern will be exposed to entrepreneurship firsthand, as well as experience small business management.	Meat Processing, Foods, Administrative, Social Media, Marketing, Entrepreneurship
Phillipsburg Child Care Center	Phillipsburg	Phillips	Our interns will work alongside the teachers in the classroom. Interns are expected to be engaging and playful, working to help educate the children ages 0-12 in our care.	Child Care, Early Childhood Development, Pre-School
Phillips County Appraiser's Office	Phillipsburg	Phillips	Our Intern will strengthen their customer relations skills through answering the phones, greeting patrons in the office, and sending emails, as needed. The student may also assist office staff with data collection of properties in the county. Our intern will get a look into how local county offices operate.	County Government, Administrative

## 2023 NEX-GENERATION STUDENT INTERNSHIP OPPORTUNITIES BY CITY

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Business Name	City	County	Position Description	Category
Phillips County Health Systems	Phillipsburg	Phillips	Interns at Phillips County Health Systems will develop a variety of skills throughout their summer. They will get to rotate to departments within the hospital setting, as well as spend the majority of time in an area of greatest individual interest. This provides a broad scope of what healthcare is like, from nursing to administration.	Healthcare
Phillips County Historical Society (Fort Bissell Museum)	Phillipsburg	Phillips	Student will be working directly with the public giving tours. Behind the scenes the student will be given a hands-on project to work on his/her own - this year it will be digitizing photos and photo slides. The intern will also be assisting in opening the museum, cleaning, and watering the garden. The successful candidate will also develop their writing talents by creating at least one newspaper article and several social media posts, and assisting with the Fun Friday activities for kids.	Museum, Travel & Tourism, Social Media
Teens for Christ Connection, Inc.	Phillipsburg	Phillips	Our interns will help provide leadership on our summer mission trips, which typically take place in late May and early June. They will also work in the office to help prepare materials for mission trips and TFC Camp, along with other, normal, office duties. Finally, summer interns will help provide leadership for two weeks of TFC Camp, which typically takes place at the end of July.	Youth, Missionary, Camp Leadership
Plainville Recreation Commission	Plainville	Rooks	Our intern will help the Director in day-to-day duties, including organizing storage of the fitness center and ballpark, along with upkeep of the fields and umpiring games. They will develop an understanding of sports and recreation positions.	Sports, Recreation, Maintenance
Plainville Times (Main Street Media Inc.)	Plainville	Rooks	Our intern will do all facets of community newspaper work, from creating articles and taking photos to servicing circulation lists and page building.	Journalism, Newswriting
Tien Quarter Horses	Prairie View	Phillips	An intern at Tien Quarter Horses will assist in the daily operations of an equine reproduction facility. Tasks will include caring for and managing our equine training facility, as well as feeding, vet care, equine health management, facility cleaning, handling weanlings to broodmares, halter breaking, assisting in reproduction, photography, marketing, and bookkeeping.	Equine Management, Veterinary Services, Marketing, Bookkeeping
City of Quinter Recreation	Quinter	Gove	Our interns will perform a variety of general duties related to maintenance, upkeep, construction and repair of the City Park, athletic fields, buildings, and landscaped areas. The interns will maintain grounds by mowing, trimming, weeding, and grooming. They will operate small equipment, such as mowers, chainsaws, backhoes, skid steers, and various hand tools*. They will install and repair irrigation/sprinkler systems and perform preventative routine maintenance on all equipment and vehicles. They will also assist in preparation for and clean-up after special events. Students must be able to work evenings and weekends to supervise and umpire games. *Students must be age 18 or over to use specific types of equipment.	City Management, Parks and Recreation, Community Development
Gove County Community Foundation/Affiliate of GNWKCF	Quinter	Gove	Our intern will continue building our donor database and work on annual match month advertising, posters, newspaper articles, and other legacy content to be emailed to donors.	Community Development, Administrative, Fundraising
Sharp Performance	Salina	Saline	Sharp Performance, with locations in Salina and Concordia, is interested in individuals to assist with marketing and social media, as well as summer camps and clinics. Interns will work in our gyms where they will learn and experience first-hand customer service skills, health and safety requirements for gym facilities, cleaning gyms, and overall gym facility management.	Athletic Training, Fitness, Sports, Recreation, Gym

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Southwind Physical Therapy, Inc.	Salina	Saline	Intern will assist with patient flow (reception, escort in/out, attain treatment supplies for therapist); assist front office staff (reception, telephone, medical record duties); and will assist in light cleaning of the facility.	Healthcare, Physical Therapy, Office Assistant
C&C High Tunnel Farms	Scandia	Republic	We are looking for an intern who is interested in local foods and specialty crops. They will be involved in planting, weeding, harvesting, maketing, distributing, and selling the produce we grow. The right candidate must be self-motivated and must be able to follow directions, work unsupervised, and be organized.	Agriculture Specialty Crops, Food Science
Etta L. Walker, Attorney at Law	Sharon Springs	Wallace	Interns will perform regular office work, including filing, typing, scanning, spreadsheet preparation, archiving closed files, document review, document management, and housekeeping within the office. Interns will have the opportunity to observe court proceedings and a variety of legal work. Attention to detail, strong word processing and Excel skills, and excellent spelling, grammar, and writing skills are required. Individuals must be willing to sign a confidentiality agreement and must be discreet and able to preserve the confidential nature of work at all times, including beyond the internship experience. Job demands include sitting for extended periods of time, lifting boxes of files and office supplies, walking to the courthouse and post office, and, occasionally, driving.	Law, Legal Assistant, Administrative
Wallace County Foundation	Sharon Springs	Wallace	The Wallace County Foundation intern will be responsible for helping to market our foundation. Duties may include, but are not limited to, helping update our mailing list, social media marketing, website updates, Memory Fox, Promotion at the Wallace County Fair, and any other ideas the intern has to increase awareness of the Wallace County Foundation.	Marketing, Social Media, Non-profit
Blackstad Hrabe & Kirkorsky, LLC	Smith Center	Smith	Our intern will assist in our law office in Smith Center. Duties will include working with files, collections, and marketing. Overall, we will help provide the student with a well-rounded experience in different areas of the business.	Law, Administrative Support, Marketing
Blooms	Smith Center	Smith	This will be a great job for the intern who wants to learn how to design floral arrangements! Our student will assist with the every day projects here at our store, including greeting and helping customers, delivering floral arrangements within Smith Center, pricing and selling inventory, helping with wedding preparations, keeping the store clean and organized, setting up displays and decorating, and processing customer transactions.	Horticulture. Floral Design.
Smith County Memorial Hospital	Smith Center	Smith	Interns will work on projects delegated by department manager in area of interest. The internship will be a mixture of shadowing and hands-on tasks.	Healthcare
SunPorch of Smith County	Smith Center	Smith	We are looking to assist a student in their pursuit of obtaining a CNA licenes and the possibility of further education in the healthfcare field. This would be a great opportunity for someone wishing to go into the healthcare field to learn about the daily operations within departments in the long-term setting.	Healthcare, Nursing, Long-Term Care
The Peoples Bank	Smith Center	Smith	Intern will gain hands-on experience in multiple areas of a premier, trust department within a community bank in North Central Kansas. Intern should expect to see and spend time with all aspects of trust administration, ranging from client discussions and documentation to daily, behind-the-scenes work.	Community Banking, Trust Administration, Administrative
Cheyenne Community Development Corporation	St. Francis	Cheyenne	Our intern will work with local businesses to update their information on our website and written documents. They will also travel to meetings for tourism and economic development and see what is happening in other communities in NW Kansas. Responsibilities will include distributing brochures to racks in Cheyenne County, and answering the phone and greeting guests.	Travel & Tourism, Adminstrative

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Cheyenne County Hospital	St. Francis	Cheyenne	Our intern will shadow/work in various healthcare departments assisting with patient care, paperwork, and collaborating as a team. The intern will assist with community and facility activities and projects as directed. Our goal is to expose the student to the various healthcare roles, assist them with career planning, and to have them assist with healthcare work and projects throughout the summer.	Healthcare
Cheyenne County Kansas Community Foundation/Affiliate of GNWKCF	St. Francis	Cheyenne	Our intern will work hands on in our community as well as in our office. They will help plan events, process grant work, file papers, clean in the office, and perform other tasks as needed.	Community Development, Administrative
Republican Valley Veterinary Clinic	St. Francis	Cheyenne	Our interns will assist our veterinarians and veterinary technicians in their daily duties, providing care to large and small animals. This will include obtaining patient histories and restraining animals during appointments, prepping animals for surgery, monitoring anesthetized patient vitals, assisting in the barn working with large animals, and cleaning and restocking the clinic.	Veterinary
St. Francis Recreation Commission	St. Francis	Cheyenne	The intern will work closely with the Recreation Director and Board to plan and organize summer sports camps, assist with summer baseball program, and plan and provide summer classes for youth and adults. They will also assist in keeping the ballfield and fitness center clean, work at and organize the concession stand during baseball, and help plan other summer Rec Commission events.	Sports, Recreation, Maintenance
Coco The Label	Stockton	Rooks	Our interns will be in charge of helping customers, entering data, and learning the aspects of a small business.	Business Management, Retail, Customer Sales, Administrative
Stitch and Chatter	Stockton	Rooks	Our intern will be responsible for social media, website maintenance/advertising, and store displays. They will also perform store clerk duties, such as customer service, stocking, and cleaning.	Social Media, Marketing, Administrative, Customer Service
Stockton Recreation Commission	Stockton	Rooks	Our intern will learn hands-on skills, such as office management, payroll, marketing, facilities maintenance, grant writing, fundraising, and more.	Office, Sports Management, Non-profits
Blue Hill Hatchery & Gamebirds, Inc.	Tipton	Mitchell	Interns will do a variety of work on the pheasant farm, including, but not limited to, picking up and processing eggs, helping with hatch day, and peepering. Students will get to see most of the aspects of what it takes to produce a pheasant from egg to adulthood.	Agriculture, Pheasant Hatchery
American Family Insurance - Mary Jo Hafliger Agency Inc.	WaKeeney	Trego	We are seeking a Customer Service/Marketing Intern to work in the Trego, Gove, Ellis, and Ness county area. Responsibilities will include lead documentation, tracking, and appointment setting, marketing through social media, designing personal office brochures and marketing material, quote preparation work to include replacement cost worksheets for both residential and commercial, as well as production tracking.	Insurance, Social Media, Marketing, Customer Service
Fort Wallace Memorial Association - Fort Wallace Museum	Wallace	Wallace	Our intern will be involved with inventory, data entry, exhibit development, docent duties (tour guide/educational programs), membership entries, and development of our quarterly newsletter during regular operating hours at the Fort Wallace Museum.	Travel & Tourism, Administrative