

LTCC INTERNSHIP PROGRAM

*Career Marketability / Build Resume / Meet Professionals
Academic Alignment / Practical Experience / Exploratory*

Survey Says!

Marketplace Money Employer 2013 Survey found the credential that really stands out in resumes of recent college graduates is an internship. The National Association of Colleges and Employers said employers extended job offers to 70% of their interns.

About Our Program...

On a quarterly basis, LTCC provides qualified students with a variety of Internship opportunities. The student-earned on-the-job placement involves interviews, high quality of professionalism and successful performance to academically aligned worksite objectives. Internships are on a volunteer basis with flexible hours to allow for the student's academic and/or work schedule. Thanks to LTCC's strong long-term community partnerships, numerous choices exist from Business, Health, Environmental, and Criminal Justice to Education, Fire and Forest and more. Below is a sample listing of Internship roles and the student can work with the Instructor to customize the experience.

3 Easy Steps to Apply:

STEP 1: Complete Internship application located online at ltcc.edu or pick up at B105

STEP 2: Obtain unofficial transcript copy and update/create a resume

STEP 3: Set up Interview with Instructor: Call 294 or email workexp@ltcc.edu (bring documents from steps 1 & 2)

Note: *The process requires at least a one month lead time so get started soon!*

SAMPLING OF NTERNSHIP OPPORTUNITIES (Community Partners listed in alphabetical order):

Apex Systems/Servpro: Office Administrative Assistant, estimator roles involving phones, job scheduling, file management, audits, compliance documentation and more.

Atlas Peak Advisors, Inc: Financial Analyst Intern – Finance, Business, or Entrepreneurship major. Extensive knowledge of all Microsoft projects, particularly Excel, Work, PPT, and VBA a plus. Database and program experience and knowledge a plus. Solid knowledge of general accounting; ability to work independently, with limited direction to develop reliable and useful models that integrate with accounting and reporting software. Highest standards of accuracy and precision; highly organized, strong analytical and communication skills' capable of presenting complex financial information in an easy-to-understand format. Additional documentation on this position is available in the Work Experience/Internship department at LTCC.

Atlas Peak Advisors, Inc: IT & Web Design Intern – IT, Technology, web design major. Database and program experience and knowledge. Highest standards of accuracy and precision; highly organized, strong analytical and communication skills' capable of presenting complex financial information in an easy-to-understand format. Must organize/prioritize work, manage multiple tasks and projects and function effectively as a small-team member, and have the ability to think creatively, be highly-driven and self-motivated. Self-starter with ability to work independently.

Barton Memorial Hospital: Nursing; Community Clinic; Physical Therapy; Radiology; Orthopedic; PR / Marketing Intern.

Bona Fide Books: Social Media/Marketing – Lake Tahoe Society for Storytelling and Enlightenment (LTSSE) Internship – Assist in development of an illustrated historical comic book series based on stories of the Lake Tahoe basin. This internship will require heavy research and writing; the student interested in layout and design might also benefit from this internship. Assist in developing the LTSSE marketing campaign, Twitter, Mail Chimp, Facebook, writing press releases and press kits.

Boys & Girls Club: Homework Assistant; Art Program; Sports and Nutrition Program; Marketing/PR: assist with website, Facebook and other social media tools; fundraising events and outreach community events.

Blue Ribbon Personnel Services: roles in HR, Legal, Recruiting, Placement, Client Development, Customer Service, Marketing and Sales.

California Conservation Corps: help to maintain/ensure the health and safety of the center and its population.

California State Parks (Tahoe City): Seasonal Maintenance Aid to assist in natural resources field studies collecting data or assisting on projects in the areas of natural resources, including wildlife, hydrology, forestry and vegetation, invasive species, etc.

California Trout: monitor field projects; in-classroom teaching opportunities; reporting/data entry; special events planning and marketing.

Camp Richardson: Videographer: historical video project; involves filming long-time visiting families with summer visuals at the Lake and getting testimonials, families having fun, etc.

Choices For Children: Administrative and marketing duties to include filing, answering phones, assisting with emergency supplies grant, creation of flyers, input to Facebook and blog, research grant opportunities and event coordination. ECE: Assisting child care providers/center staff with resources, assisting parents to find quality child care, communication of Title 22 regulations, updating our toy lending library.

Chamber of Commerce: Special Events: coordination of logistics, marketing; Public Relations: coordinate media for programs and events, calendar listings, draft press releases for special events.

City of South Lake Tahoe:

- Social Media Programs: Assist with writing, media relations and communication strategies. Gain experience in journalism, promotions, relationship building, media pitching and event planning.
- Airport Special Project: Perform a wide variety of airport/aviation related administrative projects (statistical analysis, tenant record keeping, building maintenance, airport compliance program, capital improvement projects, website development/enhancement).
- Neighborhood Service Team (NST): Scheduling, coordinating and communicating NST monthly meetings to facilitate communications between neighbors and plan efforts such as neighborhood clean-up days, graffiti clean-up days, watch programs, creation of pocket parks, etc.; creating and distributing outreach materials, updating webpage, maintaining databases, attend meetings, creating monthly newsletters.
- Code Enforcement Ranger: Issuing notice of violations related to code enforcement; gain knowledge of city laws, ordinances, procedures pertaining to code enforcement. May patrol assigned areas (both walking and motorized) and identify code violations, take photos.
- Explore Tahoe: An Urban Trailhead is an interactive visitor center located in the Heavenly Village. Meet and greet visitors and share with them the wonders of Lake Tahoe, provide maps and recommendations to visitors of local hiking, biking, snow shoeing and cross country skiing trails; assist with evening events during special speaker series, opportunity to create special art projects and activities for children.
- Lead Safe Tahoe: Community outreach with weekly mailings, contact potential applicants and answer questions about program, assist in enrollment of applicants, required blood testing, community outreach events to educate about lead based paint hazards.
- Community/Organizational Outreach: Research award and milestones recognition program; organize an electronic photo library for easy retrieval; produce simple, short 1-2 minute video clips from scripting, shooting, editing and final cut production; assist with Special Events.
- Development Services: Assist with office procedures such as scanning, copying; filing; providing public information; and entering computer data. Gain experience in community planning and development.
- Human Resources: Assist with office procedures such as filing, copying and research. Gain hands-on experience in the recruitment process, providing support in planning and coordinating certain office wide events.
- City Manager Office: Assist with special projects, research, program analysis, data collection and project management. Learn city management functions; serve on community projects or committees and management related decisions.
- Public Information Office: Assist city departments, City Manager, Mayor and City Council in communicating the activities of city government, assisting with updates on official website, creation of monthly city wide newsletter, press releases and media distribution, photographing city events, programs, initiatives and cataloging city photos, communicating with media outlets, creating media response video clips.
- Economic Development: Create marketing packages to attract new business to South Lake Tahoe.

Clean Tahoe Program: assist with Access Data Base to diagnose current problems and design a new database for their donors and volunteers.

Corey Rich Productions: contribute to production both still and motion editing platforms, photo toning and retouching, motion project editing, image database management and metadata entry, portfolio and promotional material printing on an Epson printing system, manage and organize product / shipping room and any other general administration or daily tasks in studio.

Deb Howard & Company: Computer Services: student with I.T. experience to assist with day-to-day computer user needs, executing email marketing program and administrative assistance. Understanding of Microsoft outlook, excel; Website: internet graphics and SEO person; Administrative: assistance with phones and paperwork. Must be a people-person, detail oriented with customer service skills.

Dr. Downey Eye Doctor: Optician Apprentice: adjusting frames, reading prescriptions, assisting customers; Medical Assistant: emergency appointments, shadow doctor with minor surgeries, eye exams; Administrative: assist with filing, phones, patient records and appointments, billing, communications with insurance billing.

El Dorado County Sheriff's South Lake Tahoe Office: Civil Process: assist with judgments, levies, evictions, court processes, liens, subpoenas; administrative duties; Coroner's Unit: assist with death investigations; administrative duties; Stars Volunteer Program: conduct vacation checks and various community services duties with volunteer group; Investigations: shadow a detective and learn the day-to-day duties; coroner's investigations, personal property crimes and detective work; Patrol ride-alongs with sergeant; exposure to briefing area, evidence room and armory; District's Office: work with the investigations unit and the Victim Witness Program. Duties: review police records, contact victims and/or their families to assess needs, provide information about the criminal process, assist victims with state's Victim Compensation Assistance Program, investigate victims' restitution claims, and attend court proceedings with victims; Probation Officer: work with probation officers on various projects; Teen Court: help with the hearings to ensure it runs smoothly; El Dorado County Court: administrative tasks include filing, copying, organize material.

El Dorado Mental Health: Adult Services: interact with Clinician and/or Mental Health Worker during Wellness Center Program to promote beneficial activities to clients regarding community function and interaction; Children Services: facilitate activities with children via the Incredible Years Parenting Program; Intake, screening, case management, recovery and referral process used at the agency; Shadow Alcohol or Drugs (AOD) counseling.

Environmental Incentives, LLC Policy and Management Consulting Firm: administrative, research and development duties; self starter, quick to learn, receptive to new ideas, proficient in technology and online resources, skilled in Microsoft word and Excel, exhibit professionalism, organizational skills and good communication (verbal and written).

Fire Departments: Lake Valley and Tahoe Douglas: Shadow, participate in drills, EMT possibilities, administrative.

Freshies: Social media marketing (Facebook and Twitter).

Grant Wolf & Associates: Graphic Artist, Macintosh, knowledge of Adobe InDesign, Photoshop, Illustrator, web design and html coding; Niche career experience roles in vacation industry to include Account Executive for timeshare collateral program; editing, proofing, branding standards; collections recovery program, entrepreneurial focus.

Heavenly Ski & Snowboard Foundation: Administrative Fall/Winter Marketing– intern will learn the skills to work in a fast-paced marketing environment, gain experience in the ski and snowboard industry, assist with office duties, social media, event organization and execution; Winter Photographer/videographer to take photos/video for the website, social media and promotional materials.

Heavenly Mountain Resort: Security Trainee / Guest Service dept. to provide guest service as well as working with a variety of loss prevention, fire and life safety, and access control services to Heavenly Mountain Resort. Note: once the intern passes the requirements to be a California State Private Proprietary Security Officer (PSO), he / she will transfer into the position of Security Officer.

Himmel Haus: Marketing Intern: manage contact database, maintain Facebook, monitor YELP and Trip Advisor, SEO keyword search, event marketing and management, creation print and email marketing content, website updates on wordpress, managing expense reporting, taking photos.

Harrah's and Harvey's Resort Hotel Casino Front Desk Hospitality: paid and training provided. Students must be career-minded to the hotel casino industry, friendly personality and organized. Drug test is mandatory. Once on staff, student can remain 'on-call', after internship for further work.

Howard SEO Group: Social Media/Community Management: Collect info. to create engaging updates to Twitter, Facebook, and other platforms by using multi-media such as video, images, and written updates; Website Management: Writing, editing, and proofreading client's site content.

KTHO Radio Station: technical position assisting in the engineering; electronic theory and be familiar with computers. Assist with technical installation, maintenance, and repair of broadcast equipment at the studio (Ski Run Marina) and at the transmitter site.

KRLT Radio: Sales or Programming Assistant: assist with radio station operations, programming and news stories. Learn many facets of the Radio business from the business office to the on-air side.

Lake Tahoe Wildlife Care: Website updates, creation of newsletter ("The Quill"), mailing (hard copies) and other tasks.

Lake Tahoe Golf Course: Audubon International Cooperative Sanctuary program projects (bird/bat box building, monitoring; restoration of butterfly garden; water testing; course recycling program; chemical material safety data sheet binders; photograph/record progress of projects).

Lake Tahoe News: Journalism: website laketahoenews.net intern who brings professionalism; reliability -- meets deadlines, punctuality, returns phone calls-emails, understand confidentiality with sources and LTN; ability to write -- factual, ability to quote people accurately, keep opinion out of stories, must spell names correctly, be familiar with AP Style -- ideally have an AP Stylebook; have a camera -- point and shoot is fine; have computer.

Lake Tahoe TV: Production Assistant: assist on photo shoots, editing projects, log tapes, administrative tasks, phone calls, and broadcast show. On the job training on all aspects of production process; knowledge of Final Cut Pro Editing system preferred.

Lake Tahoe Visitors Authority: Special Events: assist with planning and execution of large scale events; community and constituency outreach, sponsorship and volunteer solicitation, promotions and marketing, and operational support; Brochure copy/proofing/editing duties; Sales: assist with sales leads: merge programs and work with excel spreadsheets to fulfill on sales leads; personalize message to each contact; attention to detail is a must; Software Training: train front-line visitor center staff on basic business software programs such as excel, word, Power Point and database management; Web Content Updating: research and update web content such as maps, outdoor information, proofreading and updating copy; Sales and community outreach: coordinating local partnerships; door-to-door business outreach to explain no-cost business opportunities.

LTCC: Library: Duties will include technical and computerized tasks such as wireless inventory control and also traditional library functions; Tutor: Bilingual skills needed to work in the classes. Computer skills needed to work with the TRIO and TLC programs.

Lake Tahoe Unified School District: Tutors for college prep courses including algebra 1, 2; geometry; precalculus; biology; chemistry; physics; English; Avid Tutor: assist high school teacher with Avid program and student needs.

Lakeland Village Hospitality Management: Learn about the various departments working with managers on check-in/out; data entry; report generation; customer service, accounting; front office; housekeeping; HR and maintenance.

Lake Valley Fire Protection District: Prevention Intern – Assist with pre-fire planning and data entry. Ability to work 5-20 hours per week. Knowledge of Microsoft Office, ability to work independently, current and valid Nevada or California Driver's License, Class C. Must be 18 years of age or older.

Live Violence Free: Development Intern: Gain experience in grant research/writing, data management, and donor management. Assist staff with event planning, including location scouting, volunteer scheduling and donation requests; Outreach Intern: Work with our Outreach Educator to spread the news of LVF's events, programs and services throughout the community. Help plan educational workshops, fundraising events, and be a voice advocating for non-violence in South Lake Tahoe; Receptionist Intern: Gain office experience including answering phones, greeting clients, and supporting staff with administrative support; Advocate: Gain experience and develop skills for peer counseling, crisis intervention, advocacy and accompaniment to survivors of domestic violence, sexual assault and child abuse; Housing Advocate: Gain experience working with LVF staff and shelter/transitional clients, assisting in daily tasks and maintenance of housing programs. Parent to Parent Safe Exchange Monitor: Gain experience supervising safe visits and exchanges of children in cases involving domestic violence, sexual assault, child abuse and/or stalking (evenings and weekends).

Man Doses Films Production: Assist in production operations with camera, editing duties and organizational tasks; a lot of time outdoors and strong skiing/riding ability and computer skills are required; 10-40 hours per week; Stipend.

Marcus Ashley Art Gallery: gallery assistant; office administration; gallery upkeep; event set-up.

Police Department: Detective Bureau: assist with phone calls, typing reports, obtaining statements and transcribing; Evidence Lab: assist technicians with a variety of duties; Community Service Officer & Records: work with fingerprinting, data entry and photography; Dispatch: Handling phone calls professionally and with tolerance; Records & Archives: administrative duties to include record-keeping, filing, archives; work with microfiche, computer records; data entry; some front counter duties and phone; Code Enforcement Ranger program: Intern may patrol assigned areas (both walking and motorized) and identify code violations; take photos of identified violations and submit with Notice of Violation to the Code Enforcement Office; issue Notices of Violation to property resident and provide a copy to the Code Enforcement Office; provide limited information to property owner/resident concerning the correction of violations; follow up in conjunction with guidance provided by Code Enforcement Office to ensure noticed violations are corrected within the prescribed time frame. Interns must be fingerprinted, background/reference checked, and drug tested.

PR Entertainment: Social Media, Facebook targeted ads, Google adwords.

Planned Parenthood: Health Services Specialist Intern: provide clients with accurate information regarding services. Completion of CAN or medical assistant program preferred.

SouthTahoeNow.com: photography and newswriting; special events updating, breaking news, environmental portraits and stock photography (landmarks primarily). Interns will have to go to some events and produce slideshows.

Sierra Nevada Alliance: Communications/Social Media: research, web, media, email and traditional correspondence, philanthropy, fundraising and donor relations; Web Design; Web Social Networking; Newsletters; Outreach Materials; Media Outreach; General Support; Special Events: assist in planning, coordinating, specifically the auction held in August; Budgeting and financial record keeping; Sponsorship and leadership training. A minimum of 15 hours a week is required; Sustainability: review requests for comments on environmental reports; track grant opportunities and assist with grant writing; compile media articles; issue electronic monthly newsletter; develop communication materials; general office.

Stanford Sierra Conference Center: Marketing intern to assist with Facebook, LinkedIn and other social media tools.

Sterling Buying Group: national payment processing and web programming company is looking for an intern in accounting/finance to work with financial modeling and analysis of several of the key metrics. Position could potentially evolve into a full time opportunity.

Sunnyside Resort: Opportunity to learn how a high volume kitchen operates in all areas. Summer season.

SustainTahoe.org: Technical Website support; Graphics; Branding: Review corporate sponsorship brochure; Social Media Manager: Watch, manage, filter and respond to fb traffic, scout more sites and places we should be connected to build awareness and attract members and sponsors; Geotourism Adventure Track Support: oversee content, scout and add relevant seasonal adventures; Video and photography: Capture video of ongoing and upcoming geotourism adventures; Photo journalism; Data Manager/Librarian: Manage the data base being compiled in File Maker Pro; Grant Writing support; Sales (commission based)

Tahoe Arts Project: Archiving data, marketing (photoshop knowledge a plus), managing social media outlets, event planning and helping to coordinate fundraisers, general office administration work.

Tahoe Tallac Association: Event Coordination: for the fall months of September through December, intern will assist with wedding event and holiday parties held at the Valhalla Grand Hall. Also assist with fundraiser activities and be available on Event days; Marketing Assistant: responsible for press release updates, writing, distribution; event web site posting; email newsletter execution; media follow-up.

Tahoe Prosperity.org: Administrative and communication support to the Board of Directors of the Lake Tahoe Basin Prosperity Plan. Duties include attending Board meetings to record and report meeting minutes, assist with special projects and needs of the Board.

Tahoe Resource Conservation District: Social Media: video, photography, newsletters, facebook, twitter, blogging; Invasive Species Program Volunteer: various duties; Special Events and Fundraising: contact donors, maintain database, create marketing materials, writing; Spanish speaking student or student studying Spanish to help with some translation for print materials; PowerPoint presentations, online media.

Tahoe Project: Website: assist Editor at Tahoeproject.org with all aspects of the media site. Duties will include video and audio production, written articles, image content, create/maintain content on the web, conduct community outreach (in-person, twitter, Facebook), produce client portfolios.

Tahoe Network TV (“For locals, by locals, about locals”): film/advertising shoots (including live shows), log and organize studio gear, assist at remote shoot sites, take on small projects (grip, cabling, assisting crew, clean up, etc).

Tahoe Daily Tribune Newspaper: Reporter Intern: general reporting assignments; opportunity to get published; Photojournalist.

Tahoe Quarterly Magazine: Assistant to Publisher: conduct sales, marketing research, web site initiatives, distribution; Editorial Intern: handle research reporting duties, writing, fact checking, proofing, photo acquisition. Photo Intern: archiving, captioning, magazine coverage.

Tahoe Regional Planning Agency: Social Networking: assist with producing podcasts, twitter and facebook page. Content focused on conservation topics for Lake Tahoe and things relevant to TRPA plan update. Assist with building tactics for social media including some twittering; HR assistant.

Tahoe Business Monitor Newspaper: Photographer; Journalist: Assist with research and reporting duties, writing.

Tahoe Turning Point: Earn hours toward your Credential or License with shadowing and administering outpatient care under the guidance of a licensed or credentialed worksite supervisor. Must be associated with a Drug and Alcohol Counseling Certifying body and pass a Livescan criminal clearance check which the intern pays for on their own.

US Forest Service: Interpretive Aid: at the Taylor Creek Visitor Center in the summer and fall quarters only. Intern will receive orientation and on the job training of how to run the visitor center and customer service. Compensation and housing offered. Duties may include: Research, prepare, present, and evaluate educational programs such as walks, patio talks, or children's programs for a wide variety of audiences; Assist interpreters with established programs; Record data and experiences after each program; Contribute ideas and suggestions for improving interpretive programs, trails, and services for visitors; Apply graphics design and layout skills to create information and displays for visitors; Biology: assist biologists with conducting winter surveys on bald eagles and for spring quarter, goshawk dawn acoustic survey season; early morning on the snow for a few hours and listening for goshawks; Ecosystem: data entry of fish, water temperature, and stream habitat survey data into Excel; mounting plant specimens; organizing herbarium mounts; equipment inventory and organization; Environmental Education: assist in the Interpretive Services Division winter trek snow shoe program at the top of Heavenly working with 5th graders. Mostly outside work with some front desk duties include answering phones, assisting visitors; Mailroom duties, archiving, record keeping; Front Desk Information Assistant Intern; History: interpretive program development, multi-media projects such as videos (access to this equipment at LTCC a plus), exhibit construction or volunteer recruitment; Risk Management Dept. Access database intern project: Create/design tables for database to track employee training (FA/CPR, OSHA, etc.), licensing (specialized equipment certifications, expirations, defensive driving, etc.), wellness program enrollment, and hepshot offer/series status (for FA/CPR providers); Migrate existing Excel spreadsheet data, and clean up anomalies/errors; Create data entry page for new data; Create flexible queries to display specified records (such as completion, currency, and expiration dates); Design a reporting form for use with each employee (clearly summarizing completions, upcoming refreshers needed, qualifications).

UC Cooperative Extension: coordination of replanting opportunities in the burn areas; communication and horticultural skills preferred.

Washoe Tribe: Medical Assistant – Under direct supervision, the Medical Assistant provides simple and complex care to all patients in accordance with the accepted standards of approved care. Consults with the Registered Nurse and/or the Medical Doctor on patient problems, identifies uncertainty in methods of procedure, and reports all incidents that might affect patients, personnel or visitors adversely. Maintains confidentiality of all privileged information.

Weddings: "I Do" Tahoe Weddings: intern with office, telephone, and I.T. experience needed to assist with the day-to-day operations of a Lake Tahoe wedding business. Intern will assist with computer marketing and administrative office duties.