



# YJ2 Internship Catalog Summer 2022

The following jobs are alphabetized by industry. Each job description includes a job title and summary, hiring pre-requisites (if any), worksite location, and details about job duties.

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**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

## Agriculture, Food, and Natural Resources

### **Cerensity Senior Care- Humboldt Culinary Aide**

Portions and serves food attractively and assists in food preparation for residents. Operates, cleans and sanitizes kitchen and cafeteria equipment, dishes, and utensils. Adheres to food safety guidelines, follows diet restrictions and recipes. Actively participates in all culinary training, Provides effective communication and interaction with guests, patients, visitors and other team members.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: Cerensity Care Center  
Worksite Street Address: 514 Humboldt Ave, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Testing options  
Work Area: In-person

### **Frogtown Farm Farm Crew Intern**

The Farm Crew Intern will be involved in all aspects of the farm's fieldwork over the course of the growing season. Crew members will work closely with the Farm Manager to learn and execute day to day tasks of tending annual and perennial crops. All work will be aligned with sustainable agriculture practices and permaculture principles. The work will be primarily done with hand tools, and is therefore physically demanding. Experience in farming is not necessary. Experience doing physical labor is helpful. Crew members should be able to regularly lift 50lbs. Good attitude, a desire to learn, effective communication skills & commitment to doing good work (in all weather conditions) is required.

Length of Position: 11 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Mornings  
Additional Notes: Workdays & schedule can be flexible as interns need.

Worksite Name: Frogtown Park & Farm  
Worksite Street Address: 941 Lafond Ave, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **Institute on the Environment Research Administration Intern**

Do you believe in a future shaped by climate action and climate justice? The University of Minnesota's Institute on the Environment (IonE) seeks a Research Administration Intern for that future. At IonE, sustainability is a social, economic, and ecological state where the needs of all people are met in a way that sustains and even restores planetary systems. The Research Administration Intern will support office administrative needs of IonE's Knowledge Initiatives team.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Afternoons

Additional Notes: We will integrate Right Track interns with our other summer interns; Right Track interns will be expected to attend weekly Wednesday cohort meetings from 1 -2 pm.

Worksite Name: Institute on the Environment  
Worksite Street Address: 1954 Buford Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: Hybrid

### **Ramsey County Parks and Recreation - Soil & Water Conservation Division Conservation Intern**

The Conservation Interns will spend their summer working with natural resource professionals to learn hands-on skills in managing soil and water resources. The main responsibilities of the Conservation Intern will be to educate boaters on the threats of aquatic invasive species, remove invasive species, and assist in plant surveys. Additional responsibilities may include; creating educational materials, participating in public outreach and other conservation related activities.

Length of Position: 8 Weeks (possibility to extend)  
Hours Per Week: 15-25  
Preferred Availability: Morning/Afternoon

Worksite Name: Ramsey County Parks  
Worksite Street Address: 2015 North Van Dyke Street, Maplewood

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: In-person

## **SPPS Humboldt Gardens School Garden Intern**

Looking for enthusiastic, energetic, outdoor loving youth with an interest in learning about growing food in an urban environment. During this internship you will learn how to build garden beds, compost bins, help fill gardens with soil, seed, plant, and care for a wide variety of crops.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings

Worksite Name: Humboldt High School  
Worksite Street Address: 30 Baker Street East, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

## **Urban Roots Crew Lead - Conservation**

Urban Roots is a Saint Paul organization whose mission is to cultivate and empower youth through nature, healthy food, and community. The Conservation Crew Lead works closely with the Conservation team to help lead and facilitate outdoor youth shifts at the many public parks we work at on the East Side of Saint Paul. The Crew Lead will lead youth in activities that will help them to get to know each other and help them to build trust together as a team. While helping to lead Conservation programming related to habitat restoration, they will prepare ice breakers, games and trust-building exercises that will keep the youth crews connected and having fun.

Length of Position: 10 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: All Urban Roots Interns are eligible to attend certification training for the following certifications:  
Pallet jack  
ServeSafe  
First Aid/CPR/AED  
OSHA Safety

Worksite Name: Urban Roots  
Worksite Street Address: 1110 Payne Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: In-person

## **Urban Roots Crew Lead - Cook Fresh**

Urban Roots is a Saint Paul organization whose mission is to cultivate and empower youth through nature, healthy food, and community. The Cook Fresh Crew Lead works closely with the Cook Fresh team to help lead and facilitate indoor/outdoor and virtual-cooking shifts at the Urban Roots, and different community sites on the East Side of Saint Paul.

Length of Position: 10 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: All Urban Roots Interns are eligible to attend certification training for the following certifications:  
Pallet jack  
ServeSafe  
First Aid/CPR/AED  
OSHA Safety

Worksite Name: Urban Roots  
Worksite Street Address: 1110 Payne Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: In-person

## **Urban Roots Crew Lead - Market Garden**

Urban Roots is a Saint Paul organization whose mission is to cultivate and empower youth through nature, healthy food, and community. The Market Garden Crew Lead works closely with the Market Garden team to help lead and facilitate outdoor youth shifts at the 6 Urban Roots garden sites on the East Side of Saint Paul. The Crew Lead will lead youth in activities that will help them to get to know each other and help them to build trust together as a team. While helping to lead garden-specific programming related to growing and distributing fresh produce, they will prepare ice breakers, games and trust-building exercises that will keep the youth crews connected and having fun.

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

Length of Position: 10 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: All Urban Roots Interns are eligible to attend certification training for the following certifications:  
Pallet jack  
ServeSafe  
First Aid/CPR/AED  
OSHA Safety

Worksite Name: Urban Roots  
Worksite Street Address: 1110 Payne Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: In-person

## Architecture and Constructions

### **Cerensity Senior Care- Humboldt Maintenance Tech**

The Maintenance Technician I is responsible for a variety of general custodial, groundskeeping, and general maintenance tasks that assure the facility, grounds and equipment are safe, well-maintained, and attractive in accordance with current Federal, State and local standards, guidelines and regulations.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: Cerensity Care Center  
Worksite Street Address: 514 Humboldt Ave, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Testing options  
Work Area: In-person

### **McGough Construction EDI Intern**

Intern will be working with McGough's Outreach and HR Departments concentrating on administrative skills such as:

filing, data entry, event planning, and meeting attendance among others. Individual will have the opportunity to learn more about the construction industry through a scheduled week-long bootcamp that will lead intern through the entire scope of construction process and support functions.

Length of Position: 6 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: McGough Construction - In Person & Remote  
Worksite Street Address: 2737 Fairview Avenue North, Roseville  
Work Area: Hybrid

### **Ramsey County Lake Owasso Residence General Repair Worker**

To repair and maintain buildings, grounds, furniture, machinery, and equipment; and to perform related duties as assigned.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Lake Owasso Residence  
Worksite Street Address: 210 N Owasso Blvd, Shoreview

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: In-person

### **Saint Paul Public Schools - Facilities Dept YJ2 Environmental Services Group/Health and Safety, Planning, & Construction Management Intern**

The Intern will work closely with a team of environmental specialists, facility planning, and project staff. The Intern will shadow Environmental Services staff and assist in projects related to health and safety, waste, energy, water and the outdoor environment in a variety of settings throughout the Saint Paul School District. The Intern will participate in planning summer beautification events at select schools within the District and will gain skills in project management and data analysis.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Educational Operation Services

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

Worksite Street Address: 1930 Como Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Testing options

Work Area: In-person

## Arts, Audio/Video Technology, and Communication

### Artsus Jr. Photographer

A Photographer, or Professional Photographer, is responsible for taking clear, dynamic photos according to client specifications. Their duties include setting up backdrops, lighting and equipment to prepare for a photo shoot, directing models and subjects to capture the perfect image and editing the photos.

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: First aid, and PPE

Additional Notes: Experience with the use and care of a DSLR camera preferred.

Or eager to learn.

Worksite Name: ARTS-US Center for the African Diaspora

Worksite Street Address: 1221 Marshall ave, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

### Artsus Jr. Social Media and Digital Marketing Staff

Successful Social Media and Digital Marketing Staff enjoy working in a fast-paced environment and have the wit and humor to quickly respond to comments and engage their audience with interesting content by posting up to several times a day. They build strategies to publish display, social media and web advertisements. They'll work with their team to brainstorm ideas for digital campaigns, then they'll build a schedule for each element of the campaign. Once the campaign is published, the Social Media and Digital Marketing staff reviews and measures its performance to determine if it's met their marketing goals.

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: First aid

Additional Notes:

Worksite Name: ARTS-US Center for the African Diaspora

Worksite Street Address: 1221 Marshall ave, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

### City of Saint Paul - Parks and Recreation Communications & Photography Assistant

This position will include a combination of social media, marketing, communications, and video/photography related to Saint Paul Parks and Recreation programs and services. The ideal candidate will have a passion for photography.

Length of Position: 8 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Afternoons

Worksite Name: City Hall Annex

Worksite Street Address: 25 W. 4th Street, #400, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: Hybrid

### City of Saint Paul - Parks and Recreation Photographer

The intern working with the Right Track team will be responsible for developing and curating a photograph library for Right Track to use in marketing and outreach materials throughout the year. Intern will be responsible for attending Right Track events and trainings and taking photos.

Length of Position: 9 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: Center for Youth Employment

Worksite Street Address: 1021 Marion Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

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Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **High School for Recording Arts HSRA Another Level Records Publicist**

The student publicist will perform the day-to-day job tasks of media outreach for High School for Recording Arts. Interns will: Work with HSRA administration to coordinate Press Strategy for HSRA media announcements; Write Media Releases; Build Electronic Media Kits; Coordinate media assets for each campaign (photos, videos, quotes, etc.); Seek approval of all media releases with HSRA administration; Send media releases to targeted media contacts; Follow up with media contacts to secure news stories; Coordinate the schedules for all media interviews with HSRA staff and Students and more.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings  
Earnable Credentials, Certificates, or Credits: Haulix, Google Enterprise, BDS Encoding, Business Writing, Marketing and Publicity

Worksite Name: High School for Recording Arts  
Worksite Street Address: 1166 University Avenue West, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

### **High School for Recording Arts HSRA Another Level Radio Promotions Specialist**

The student Radio Promotions Specialist will perform the day-to-day job tasks of hand working to radio, the music created by High School for Recording Arts students. Duties will include: Work with HSRA administration to coordinate Promotions strategy for HSRA music releases; Coordinate all Radio Promotions assets (Bio, Ad banners, WAV files, Artist Bios, Quotes, etc.); Build Electronic Media Kits for Radio; Seek approval of all radio media kits with HSRA administration; Send radio media kits to targeted media contacts; Follow up with radio contacts to secure airplay and interviews and more.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings

Earnable Credentials, Certificates, or Credits: Haulix, Google Enterprise, Mediabase, BDS Encode, Business Communications  
Additional Notes:

Worksite Name: High School for Recording Arts  
Worksite Street Address: 1166 University Avenue West, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

### **Irreducible Grace Foundation Workshop Team Member**

Workshop Team Member help guide people attending Irreducible Grace Foundation(IGF) workshops through healing practices and activities. IGF clients are community members in a variety of settings including rec centers, schools, college campuses, government agencies, and community organizations. Team members will be coached to develop their voice and transform lived experiences through skits, songs, spoken word, poetry, and other performance art pieces to highlight youth issues and needs. Workshop Team Members receive training in performance art and healing practices from current IGF team members and the coaching staff.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Irreducible Grace Foundation  
Worksite Street Address: 585 Fuller Ave., Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

### **Listen Up! Youth Radio Youth Producer - Advanced**

Young people who have gone through Listen Up Youth Radio's Summer Media Institute before or have intermediate or advanced experience in media production can apply to our YJ2 Internship. Producers will be paid to advance their media production, journalism, and storytelling skills. All interns will create a final multi-media piece. They will also be invited to facilitate Youth Forums, learn social media marketing, and lead a media training.

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Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Listen Up Youth Radio  
Worksite Street Address: 1808 Riverside Ave, Minneapolis, Minneapolis

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Testing options  
Work Area: In-person

### **MIGIZI Communications FPP Media Intern**

MIGIZI Communications' FPP Media interns work as paid media producers, utilizing the media production and technology skills in service to the community including producing social media marketing, PSAs, short films and documentaries on issues of importance to the community and assisting community non-profits, especially youth social enterprise programs, with promotional videos.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings  
Earnable Credentials, Certificates, or Credits: Social Media and Marketing Certificate  
Additional Notes: work is 20 hours per week from 9:30 AM to 3:30 PM with an hour for lunch

Worksite Name: MIGIZI Communications @ Regis Center for Art (West)  
Worksite Street Address: 418 21st Ave S, Minneapolis

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **MIGIZI Communications Green Jobs Pathways Solar Storyteller Media Intern**

Worried about climate change? Join MIGIZI Communications' Solar Storytellers program this summer to learn the fundamentals of solar energy and sustainability advocacy. In this training experience, you will learn about the science of solar as well as how to communicate a meaningful narrative through photography and film. By the end of the experience, you will create a short video that will help support renewable energy and energy efficiency programs in the state of Minnesota.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings  
Additional Notes: work is 20 hours per week, from 9:30 AM to 3:30 PM, with an hour for lunch

Worksite Name: MIGIZI Communications @ Regis Center for Art (West)  
Worksite Street Address: 418 21st Ave S, Minneapolis

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **Minnesota Children's Museum Museum Visitor Assistant (VA)**

Join the Minnesota Children's Museum in one of our key positions of working with the children and families who visit our four story space full of fun and playful learning experiences! This position will teach you how to provide exceptional customer service, keep our visitors safe, and doing it in the coolest space in downtown Saint Paul. Interns will: Provide excellent visitor experience in the galleries and public spaces by engaging and interacting with visitors and ensure exhibits ready for visitor use

Length of Position: 6 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Mornings

Worksite Name: Minnesota Children's Museum  
Worksite Street Address: 10 W. Seventh Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Testing options  
Work Area: In-person

### **Public Art Saint Paul Public Art Saint Paul - Program Intern**

The intern will assist Public Art Saint Paul's Curator of Community Engagement with planning, setup, production (working closely with kids), and cleanup of eARTh Lab Youth Workshops throughout the summer. eARTh Lab workshops involve local teaching artists and youths in art-making projects that intersect with the theme of environmentalism, community development, and design with "water/watershed" as the overarching theme. This year, the workshop will include a field trip to the Mississippi

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River in partnership with Friends of Mississippi River organization which we are very excited about!

Length of Position: 10 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Additional Notes: We anticipate that the Right Track Intern will mostly focus their hours on our eARTh Lab youth workshop program this summer, which is held every Tuesday for 10 weeks. We hope the intern will be available on Tuesdays to assist with the workshops in-person

Worksite Name: Public Art Saint Paul

Worksite Street Address: 381 Wabasha Street N., Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Work Area: Hybrid

### **Saint Paul Public Library Createch Teen Services Assistant**

Createch is created by teens, for teens as a place to explore creative talents, pursue their interests, and spark new passions. In your role, you will help dream up different services and programs for teens, then bring enthusiasm to our programs as you help turn those dreams into reality. We host Createch in the library four evenings per week, and sometimes take Createch out into the city to meet teens where they're at. We'd love for you to be part of both. In your down time, you will help us create dynamic book displays in the library, as well as help curate a library collection that is appealing to teens. You will also help us develop content for our social media platforms. Library interns will participate in weekly skill development training and should have an interest in working and interacting with youth of all ages.

Length of Position: 6 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Afternoons

Worksite Name: Rice Street Library

Worksite Street Address: 1011 Rice St., Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

### **SPNN**

#### **Youth Media Intern**

Our Youth Media Intern will both participate in and lead workshops to build media and storytelling skills. The intern will work with other SPNN youth to produce the Speaking of Youth podcast and various other audio and video projects.

Length of Position: 10 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Afternoons

Worksite Name: St. Paul Neighborhood Network

Worksite Street Address: 550 Vandalia Street, Suite 170, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

### **The Milligan Studio Studio Assistant**

We are a family run business that creates Public Art for communities. We work in bronze, steel and glass and so we would want interns that can take direction, be on time, be dependable, be flexible (able to fill in when needed), be safe, and be willing to learn. We will provide general on-the-job training in the creating of proposals and the fields of design, fabrication and installation. Speciality areas include casting, welding, cutting, grinding and patination of various metals and/or fabrication of slumped & cast glass using kilns.

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Additional Notes: Steel toe work boots and work clothes are essential. (Speak to Right Track about providing boots.) We have two friendly dogs. While the dogs do not go into the fabrication yard, they sometimes interact with Studio members in the mornings, during breaks or

Worksite Name: The Milligan Studio

Worksite Street Address: 459 Selby Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Work Area: In-person

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

## **Twin Cities Trapeze Instructor**

Twin Cities Trapeze center is seeking an adventurous addition to our coaching staff. This position includes instructing and supporting students on the Flying Trapeze and other circus apparatus. We will train, so no experience is necessary, though an interest in circus arts is certainly a plus. This job requires working at heights up to 25 feet and interacting closely with other staff and students. Applicant will be working with youth ages 8-17 in our summer camp program alongside experienced circus professionals.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings

Worksite Name: Twin Cities Trapeze Center  
Worksite Street Address: 719 E Minnehaha Ave, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: In-person

## **Visible City Intern Generalist**

Visible City is a St. Paul-based company helping government and private sector clients use data for decision making in cities. We have an opportunity for an intern to support current projects through public engagement activities (direct conversation with area residents, survey work, and collaboration with City staff), graphic design, and photography of city spaces including parks, boulevards, transit stations, and other public areas.

Length of Position: 6 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Visible City  
Worksite Street Address: 501 Lynnhurst Avenue West, Suite 200, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: Hybrid

## **Business, Management, and Administration**

### **Hallie Q. Brown Community Center Office Assistant**

The Office Assistant will contribute to a wide variety of office and administrative tasks. Interns will: Provide a welcoming environment and excellent customer service to all community members; greet and serve every community member with kindness and respect; Assist with mailings and communications; Assist with basic bookkeeping tasks; Data entry and word processing.

Length of Position: 10 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: Hallie Q. Brown Community Center  
Worksite Street Address: 270 N Kent Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: In-person

### **Rabata Events Coordinator Intern**

Rabata is a nonprofit organization based in Minnesota and touches the lives of thousands of women locally and around the world. Rabata's branches of programming are in the areas of education, tarbiya, and community. The Rabata Cultural Center aims to be a community space where local Minnesotans and visitors can explore positive cultural change through creative educational experiences. Interns will: Plan, promote, and execute Rabata Cultural Center events; Research and connect with target audience; Network with organizations that are aligned with Rabata's work; Communicate effectively with community members about programs and projects; utilize social media platforms and other outreach methods and more.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Rabata  
Worksite Street Address: 3533 Lexington Ave N, Arden Hills

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

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### **St. Paul Saints Baseball Club Remote Research & Sports Industry Introduction Intern**

Applicant and St. Paul Saints to mutually agree on a research project of interest to the candidate and applicable to the Saints organization. For example, the 2021 project focused on Diversity and Inclusion + recruitment efforts by researching (and documenting) local, regional and national organizations' success stories. This internship is likely to be hybrid or remote depending on the applicant. Age 18 or older with independent work skills preferred. Saints Front Office staff and business partner informational interviews will be scheduled to help grow your professional network. Additionally, Gameday CHS Field on-site shadowing opportunities are recommended and available for scheduling.

Length of Position: 6 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Additional Notes: Internship hours may be flexible and will be established / documented at the start of the internship.

Worksite Name: St. Paul Saints Baseball Club - Hybrid Work Model

Worksite Street Address: CHS Field 360 Broadway St., Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

### **The Advocates for Human Rights Development and Fundraising Intern**

This internship is designed to introduce students who are interested in a career in nonprofit organizations. Interns will have the opportunity to learn how a nonprofit secures funding to operate its programs and better understand the essential role of Development within an organization. Interns will assist with planning, promoting, and executing events, including the annual Human Rights Awards Dinner. Interns will also update records in our database, conduct research on potential funders, write blog posts and newsletter columns, and assist with mailings and other administrative duties.

Length of Position: 9 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Additional Notes: Basic knowledge of Microsoft Office Suite

Worksite Name: The Advocates for Human Rights

Worksite Street Address: 330 Second Avenue South, Suite 800, Minneapolis

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

### **Xcel Energy Acct Mgmt/GBD Student Intern**

Assist Xcel Energy's Account Management / GBD staff with customer service, energy conservation, gas business development and alternative fueled vehicle projects. Specifically, helping prepare and interpret data, reviewing, scanning and organizing archived information, and helping develop marketing materials for department projects.

Length of Position: 9 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: Rice Street Service Center

Worksite Street Address: 825 Rice Street, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

## **Education and Training**

### **Base Camp, Northern Star Base Camp Program Guide**

Do activities such as rock climbing, high ropes, robotics, and archery interest you? Would you like to gain leadership experience and team building skills as well? Northern Star Scouting has an excellent job opportunity for you as a part-time Base Camp Program Guide. You will lead youth and adults through experiences that inspire active learning. With training from Base Camp leadership, you will provide each group with a valuable and unique Base Camp experience.

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Additional Notes: This position will require ability/willingness to learn how to directly facilitate programs with youth. Includes supervision and responding

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to the needs of small groups of youth participants. Interns will also need to be able to follow a daily schedule an

Worksite Name: Base Camp - Northern Star Scouting  
Worksite Street Address: 6202 Bloomington Rd, Fort Snelling

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **Institute on the Environment Storytelling Intern**

Do you believe in a future shaped by climate action and climate justice? The University of Minnesota's Institute on the Environment (IonE) seeks a Storytelling Intern for that future. At IonE, sustainability is a social, economic, and ecological state where the needs of all people are met in a way that sustains and even restores planetary systems. This position reports to Mary Hannemann, she/her and Beth Mercer-Taylor, she/her (Co-Directors of IonE's Leadership & Education team). The Storytelling intern will interview current undergraduate student program participants and alumni to write blog posts around a theme of their interest.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Afternoons  
Additional Notes: We will integrate Right Track interns with our other summer interns; Right Track interns will be expected to attend weekly Wednesday cohort meetings from 1 -2 pm.

Worksite Name: Institute on the Environment  
Worksite Street Address: 1954 Buford Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: Hybrid

### **Keystone Community Services Cyber Seniors Mentor**

Cyber Seniors Mentors are high school students who are trained to act as digital mentors to senior citizens in the community. After completing an initial training, Cyber Seniors Mentors begin meeting with senior citizens at the designated location to provide them with one-on-one assistance in learning how to use technology devices, apps,

internet, or software. During each session, Cyber Seniors Mentors will listen to the technology needs or goals of each senior citizen and guide them through the steps necessary to learn and begin using various tech tools. Cyber Seniors Mentors will be supported and coached by Keystone staff throughout summer. Some sessions with seniors will be virtual and some in-person.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: Cyber Seniors Mentor Training Certificate  
Additional Notes: Intern should be comfortable and enjoy interacting with senior citizens and have a willingness and patience to help older citizens learn how to use technology to accomplish daily tasks and improve their lives. Intern should also be comfortable using and/o

Worksite Name: Keystone Community Services  
Worksite Street Address: 265 Oneida St., Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Testing options  
Work Area: Hybrid

### **Minnesota Voice Data Partnerships Liaison**

Interns will build and sustain relationships with partners; Learn, document and share insights from our work; Be an ambassador for the organization and identify new opportunities that will increase our reach to communities of culture across the state; Draft emails, newsletters and reports that can keep partners informed; Support the Data Manager in responding to support requests and meetings organization; Will be responsible for one large civic engagement project at the end of the Right Track Term, to be determined by the Executive Director, the Data Manager and the Right Track Intern.

Length of Position: 9 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: Minnesota Voice  
Worksite Street Address: The Coven, 165 Western Ave N Suite 8, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: Hybrid

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

### **Ramsey County 4-H 4-H College & Career Readiness and Leadership Intern**

Provide quality educational opportunities for youth (middle and high school) in Ramsey County with a focus on Leadership and College & Career Readiness. Interns will coordinate and lead out-of-school-time enrichment activities that promote positive youth development

Length of Position: 6 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: Youth Development training, and Experiential Learning training

Additional Notes: To work with 4-H you will need to pass a background check and screening process provided by the University of Minnesota. Onboarding and Orientation will be provided in week one, and this will include Diversity, Equity and Inclusion training, Safety of Min

Worksite Name: Ramsey County 4-H (multiple programming sites in Ramsey County)

Worksite Street Address: 2020 White Bear Ave, Maplewood

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options

Work Area: In-person

### **Saint Paul African Community Center Tutoring**

St Paul African Community Center is non-profit organization aimed at providing nutritional support, as well as educational, and leadership opportunities to needy individuals and families. Our vision is to be a center of multicultural exchange and provide community members with a sense of belonging so that they can actively contribute to society. Saint Paul African provides tutoring and after school services for East African immigrant children. Saint Paul African community center is seeking for an intern who would be able to work with school age kids (3rd- high schoolers) tutoring them with math and English (Reading and writing). Preferred candidate speaks Somali.

Length of Position: 7 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Afternoons

Worksite Name: Saint Paul african community Center

Worksite Street Address: 535 Dale st N, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

### **Saint Paul Public Schools - Technology Services Technology Services Analyst Intern**

The Saint Paul Public Schools Internship job role is to ensure proper computer operation so that end users can accomplish business tasks. This includes receiving, prioritizing, documenting, and actively resolving end-user help requests and escalating incidents when considered appropriate and necessary to maintain Service Level Agreements expectations. Problem resolution may involve the use of diagnostic and help request tracking tools, as well as requiring that the individual give in-person, hands-on help at the desktop level.

Length of Position: 8 weeks

Hours Per Week: 30-40 hours

Preferred Availability: Mornings

Worksite Name: 1930 Como

Worksite Street Address: 1930 Como Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Testing options

Work Area: In-person

### **World Youth Connect Event Coordinator**

Intern will oversee the planning and tasks related to events put on by the organization. This includes meeting with vendors and event partners and sponsors.

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: World Youth Connect

Worksite Street Address: 218 7th St, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

### **World Youth Connect Communications Director**

Intern will communicate with others outside of the organization about events we will host, plan projects that improve the organizations communication (community conversation), assist the partnership team with finding potential organizations to partner with and create strategies that improve internal and external communication.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: World Youth Connect  
Worksite Street Address: 218 7th st E, Saint paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

### **World Youth Connect WYC Curriculum Team members**

Intern will prepare team building activities for WYC meetings, keep a record of activities used during meetings, write lessons/activity plans, create toolkit for work groups, and more.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: World Youth Connect  
Worksite Street Address: 218 7th st E, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

### **World Youth Connect Wyc Chief of Operation assistant**

Help the COO of the organization with overseeing the administrative and operational functions of organization.

Length of Position: 11 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: World a youth Connect  
Worksite Street Address: 218 7th st E, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

## **Finance**

### **Hiway Credit Union Student Associate**

As a student associate of Hiway, you will have the opportunity to provide financial services and help broaden the awareness of the credit union in your school. Student associates will be asked to promote the credit union in a positive way by designing and implementing ideas to increase membership and teach financial literacy. Location: During the summer, student associates will work at Hiway on a range of credit union initiatives while also participating in the City of Saint Paul's Right Track Program. Summer jobs will also include training for fall work in school branches.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Hiway Credit Union  
Worksite Street Address: 111 Empire Drive, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **MacQueen Equipment Group Accounts Payable Intern**

As an Accounts Payable intern at MacQueen Equipment you will work with our accounting team to complete payments and control expenses by receiving, processing, verifying, and reconciling invoices amongst other responsibilities. Responsibilities include: Complete payments and control expenses by receiving, processing, verifying, and reconciling invoices; File entered vouchers, pull vouchers selected during the check run, and file paid vouchers post check run; Create new vendors in ERP system as required; Reconcile processed work by verifying entries and comparing system reports to balances; Charge expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries and more.

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

Length of Position: 10 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: MacQueen Equipment  
Worksite Street Address: 1125 7th Street East, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions:  
Work Area: In-person

## **U.S. Bank Finance Related Internships**

Length of Position: 6 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Morning/Afternoons

Worksite Name: Varies

Work Area: Hybrid

## **Government and Public Administration**

### **City of Saint Paul - DSI Clerical/Office Intern**

This position would handle standard office-related and mail operations for Department of Safety & Inspections. Interns will conduct administrative tasks such as filing, reviewing records, supporting with mailings, etc. Any experience working in Word, or Excel documents highly valued.

Length of Position: 6 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Mornings

Worksite Name: Department of Safety and Inspections  
Worksite Street Address: 375 Jackson St, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **City of Saint Paul - DSI Sustainable To Go Food Packaging Intern**

This is a great internship for someone who is interested in learning about the great restaurants in Saint Paul and assisting these business owners in changing their business practices to make Saint Paul a more sustainable city. Conduct outreach (via telephone and in-person to Saint Paul restaurant business owners to: Educate them about the City's new To Go Food Packaging effort, Assist them in obtaining answers to their questions, Educate them on technical and financial resources and Document status of businesses in regards to their To Go Food Packaging practices.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both  
Additional Notes: Drivers License requirement is simply that they must be able to travel to Saint Paul businesses. If they do not have a vehicle and/or a drivers license, DSI would be willing to pay for a metro card for the time they are employed in the internship.

Worksite Name: DSI Offices  
Worksite Street Address: 375 Jackson Street, Suite 220, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Hybrid

### **City of Saint Paul - DSI Short Term Rentals Assessment and Report**

For people interested in 1) learning about online commercial activities, 2) researching the current state of Short Term Rentals in the City of Saint Paul, 3) researching other cities' regulatory efforts, and 4) writing an evaluation report for the Saint Paul City Council.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: DSI Offices  
Worksite Street Address: 375 Jackson Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Hybrid

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### **City of Saint Paul - DSI Construction Services Asst.**

Learns to perform routine duties that would assist in attaining entry level proficiency in a specified area of administrative support work. Performs basic work tasks such as word processing, answering the telephone, copying, filing, and record keeping. Prepares lists and schedules; receives, sorts, and distributes office communications such as letters, memos, and notices; and maintains inventory. Supports staff when responding to standard questions and requests regarding the building permit process, including in person customer contact. Assist in construction site reviews with staff.

Length of Position: TBD  
Hours Per Week: TBD  
Preferred Availability: Either/Both

Worksite Name: Department of Safety and Inspections  
Worksite Street Address: 375 Jackson St., Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **City of Saint Paul - Human Resources Web Developer/Graphic designer**

We need a creative person to assist our staff to update and develop some of our intranet pages. We utilize SharePoint pages. We have ideas for a website wireframe already drafted. This person may also assist with other content development tasks related to our intranet pages.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: City of Saint Paul  
Worksite Street Address: 25 4th St W., saint paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Virtual

### **City of Saint Paul - Human Resources**

### **Human Resources Recruiter Assistant**

This City of Saint Paul Office of Human Resources is seeking applications for the HR Assistant with Consulting Services team. This position will assist with entry-level professional human resources work in recruitment area.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: City of Saint Paul Human Resources Department  
Worksite Street Address: 25 West Fourth Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Hybrid

### **City of Saint Paul - Human Resources Human Resources Office Assistant**

The City of Saint Office of Human Resources is seeking applications for a summer Right Track Office Assistant with the Administrative Support team. Primary Duties and Responsibilities include assisting with receptionist duties, processing tasks in Microsoft Word, Excel and Adobe, Work on a wide variety of special projects and more.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: City of Saint Paul Human Resources Department  
Worksite Street Address: 25 West Fourth Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **City of Saint Paul - Human Rights & Equal Economic Opportunity HREEO Right Track Intern**

The City of Saint Paul HREEO is serving Saint Paul residents and businesses by advancing justice through advocacy and enforcement. HREEO performs central service functions for

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the City of Saint Paul as well as external facing service. City procurement and contract compliance, business certification, human rights investigations, and labor standards investigations all reside within HREEO. Interns will assist with the certification backlogs, administrative tasks, researching current events related to department incentives assist with coordinating outreach and community events and more.

Length of Position: 10 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: City of Saint Paul (HREEO)  
Worksite Street Address: 280 City Hall 15 W Kellogg Blvd., Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Hybrid

### **City of Saint Paul - Parks and Recreation Citywide Youth Worker**

This position will be for anyone who is wanting to gain experience in providing quality programming to a diverse community of young people ages 5-17 in a variety of ways. We are a mobile work unit that brings recreation and activities to young people in Saint Paul. Many of our young folks are unable to get to recreation centers due to a variety of barriers. Many of our activities include large motor games, arts and crafts, gaming truck, Drones, VR games, field trips, etc. This position will spend most days outside working directly with the public implementing quality activities.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Afternoons

Worksite Name: Griggs Recreation Center  
Worksite Street Address: 1188 Hubbard Ave, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **City of Saint Paul - Parks and Recreation Training & Engagement Program Associate**

Provide office support to the Right Track team! Interns will support job coaches in implementing summer curriculum, create and maintain attendance records, welcome and greet youth and guests at events, complete data entry, conduct weekly evaluations of trainings offered and assist with the planning of special events, including the work site bus tour and end of the year celebration

Length of Position: 9 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: Center for Youth Employment  
Worksite Street Address: 1021 Marion Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **City of Saint Paul - Public Works Office Assistant Intern**

This position will assist in processing Residential Parking Permit applications. Our intern will work with all mailed in renewal notices. They will process permit requests, perform data entry duties in AMANDA database, record payment method, and prepare permits to be mailed to customer. This position's intern will also process and record any "returned" mail from our mass mailing of renewal notices, in the AMANDA database. This position would work from mid-July (likely July 18) through mid-September (likely September 9).

Length of Position: 8 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both  
Additional Notes: This position would work from mid-July (likely July 18) through mid-September (likely September 9).

Worksite Name: Traffic Operations  
Worksite Street Address: 899 Dale St N, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

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### **City of Saint Paul - Public Works Human Resources Assistant**

This position will perform Human Resources related data entry duties such as: Scanning, copying, filing and shredding of documents; Entering emergency contacts; Performance review dates; Training information; This position may also assist with helping edit and set up Public Works intranet pages.

This position may also attend community events and/or job fairs to recruit potential employees.

Length of Position: 9 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits:

Additional Notes: This position requires the ability to follow through and complete projects as well as attention to detail. The worksite location is in downtown Saint Paul. There are multiple transit options nearby and Metro Transit monthly passes are offered at a discount.

Worksite Name: City Hall Annex

Worksite Street Address: 25 West 4th St, #1500, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **City of Saint Paul - Public Works Recycling Program Assistant**

This position will assist the Recycling Program and Resident and Employee Services staff with communications, data entry, community engagement and outreach efforts, and other projects and day-to-day work. This is a great opportunity to learn more about recycling and waste diversion along with communication and outreach skills.

Length of Position: 8 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Additional Notes: The worksite location is in downtown Saint Paul. There are multiple transit options nearby and Metro Transit monthly passes are offered at a discounted rate through the City of Saint Paul. Parking is not available through the employer. There are multiple

Worksite Name: City Hall Annex

Worksite Street Address: 25 West 4th St, #1500, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **City of Saint Paul, Ward 3 Office - Councilmember Tolbert Community Coordinator Intern**

Councilmember Chris Tolbert (Ward 3) is seeking a Community Coordinator Intern. This position will work on projects and issues impacting the people and businesses of the Highland, Macalester Groveland, and West 7th neighborhoods. Individuals will excel with a deep passion for the future of Saint Paul, tackling complex policy issues like housing and development, attending neighborhood and stakeholder meetings, and ready to understand and fix new issues. Flexibility, an eagerness to meet new people and learn new things, openness to different work styles, and an appreciation for all forms of diversity are helpful for success in this role.

Length of Position: 9 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: Councilmember Chris Tolbert

Worksite Street Address: 15 W Kellogg Blvd, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **City of Saint Paul, Ward 5 Office - Council President Amy Brendmoen Ward 5 Community Coordinator**

The Saint Paul City Council President's Office is seeking a Community Coordinator who isn't afraid to try new things, is adventurous and enjoys learning, and enjoys meeting new people! We are seeking a fellow change-maker and social justice hustler! This position's focus is primarily in the North End neighborhood. 50% working in Ward 5 office, you will be learning about the city budget and the work of the Council, creating opportunities for folks to understand the city budget, conducting research, simplifying complex ideas and translating them into everyday language and having a

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front row seat view on how city government works. 50% of the time you will be represent and assist Ward 5 in supporting the Rice Larpenteur Alliance with engagement, events, and outreach in the North End neighborhood.

Length of Position: 10 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Additional Notes: Other preferred skills: public speaking, email (outlook) proficiency and social media literate

Worksite Name: Council President Brendmoen's Office/Rice Larpenteur Alliance offices/virtual

Worksite Street Address: Suite 320-A, City Hall, 15 W. Kellogg Blvd, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious

exemptions, Waivers available for medical accommodations

Work Area: Hybrid

### **City of Saint Paul, Ward 6 Office - Councilmember Nelsie Yang**

#### **City of Saint Paul, Ward 6 - Right Track Intern**

The Office of Councilmember Nelsie Yang, Saint Paul Ward 6 seeks an Intern who has a passion for racial, economic, and gender justice, with a drive to make change in our systems today. Responsibilities include: Compile research and data on issues; draft writing projects including but not limited to weekly newsletters, resolutions, social media posts; attend community meetings; create an end of year project to conclude Right Track Internship experience and work.

Length of Position: 6 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: Our Right Track Interns will get to learned about public policy and building community relationship in our ward and city.

Worksite Name: Saint Paul City Hall

Worksite Street Address: 15 W Kellogg Blvd, City Hall 320-B, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: Hybrid

### **Hamline Midway Coalition, Saint Paul District Council 11 Community Development Intern**

We are looking for a dynamic, enthusiastic Community Development Intern to join our Team! The Community Development Intern is responsible for data entry, data research, processing thank you letters to recognize our donors and partners. In addition, this role includes helping build social media campaigns and assisting the HMC staff with increasing traffic to our Facebook, Twitter, and other social media channels. This position will also include some support with general administrative functions as well as special events.

Length of Position: 11 weeks

Hours Per Week: 30-40 hours

Preferred Availability: Either/Both

Worksite Name: Hamline Midway Coalition

Worksite Street Address: 1558 West Minnehaha Ave, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

### **Minnesota Court of Appeals Court Administration Intern**

Join the Minnesota Court of Appeals this summer to learn about how Minnesota courts operate and what it takes to keep the courts running well. Internship will focus on public administration work supporting the court. The primary project for the intern will be carrying out a pilot project of centralizing court-wide printing needs, to determine the most efficient method for these printing projects. The intern will also assist with updating data published on the court's website.

Length of Position: 6 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits:

Additional Notes: Preferred skills: strong reading and writing; attention to detail

Worksite Name: Minnesota Court of Appeals

Worksite Street Address: 25 Rev. Dr. Martin Luther King Jr. Blvd, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Work Area: In-person

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**Minnesota Department of Employment and Economic Development  
Right Track, CareerForce Systems (DEED)**

This position will provide individuals with an opportunity to learn about how DEED connects job seekers to employers utilizing technology for all Minnesotans. Interns will gain insight into the websites MinnesotaWorks.net and CareerForceMN.com. In addition, interns will also learn about CareerForce programs specific for employers such as the Work Opportunity Tax Credit (WOTC) and Foreign Labor Certification (FLC) programs.

Length of Position: 9 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: DEED (in the First National Bank Building)  
Worksite Street Address: 332 East Minnesota Street, Suite E200, 6th Floor,, ST Paul

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Testing options  
Work Area: Hybrid

**Minnesota Department of Transportation  
MnDOT Phoenix Student Worker**

This position is working in the Human Resource Office at the Central Office in St. Paul. Interns will: Enter data into Labor Soft (investigation/discipline/grievance system) and upload relevant documents to ensure files are up to date; Organize electronic files by creating consistent naming devices and ensure that data is uploaded in the correct files; Scan documents create appropriate folders and upload documents; Review and track licensure information to determine employee compliance with licensure requirements.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both  
Additional Notes: This position requires some job tasks to be in the office as some tasks may be online, we are hoping to have this position as a Hybrid. This position is available for one year, ending 06/13/2023. Student can work 32-40 hours a week in the summer and up to

Worksite Name: MnDOT Central office - Human Resources

Worksite Street Address: 395 John Ireland Blvd, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Testing options  
Work Area: Hybrid

**Minnesota Department of Transportation  
MnDOT Phoenix Student Worker**

This position is in-person at the Central Office St. Paul in Land Management - Legal unit. Detailed student interested in working with legal documents. Organize files for scanning according to provided manual. Scan and upload files into data base. Review files and remove duplicate documents. Put files in order with accuracy. Prepare certified mailing envelops. Match legal documents with envelops for mailing.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both  
Additional Notes: This position is for one full year ending 06/13/22, student can work 32 - 40 hours a week during the summer and up to 15 hours a week during school.

Worksite Name: MnDOT Central office - Land Management - Legal unit  
Worksite Street Address: 395 John Ireland Blvd, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Testing options  
Work Area: In-person

**Ramsey County Human Resources  
Human Resources Assistant**

HR Interns will have the opportunity to work alongside and learn from experienced HR professionals. Interns will contribute to: Performing recruitment activities such as creating job postings, reviewing applicants and scheduling interviews, Reviewing and updating operating procedures, processes, job descriptions or policies, Participating in HR benefits, workplace safety, diversity and inclusion efforts and more.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: None  
Additional Notes:  
Have attention to detail.  
Ability to maintain confidential information.

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Demonstrate professionalism in verbal and written communication.  
Flexible and adaptable in regard to learning and understanding new tasks.

Worksite Name: Ramsey County HR - Metro Square Building  
Worksite Street Address: 121 7th place east, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Hybrid

### **Ramsey County Workforce Solutions Workforce Planning Team Associate**

The Workforce Solutions Planning Team supports the work of the department by developing comprehensive long and short-range plans, coordinating projects and programs, reviewing services and programs to develop recommendations for service improvements and supporting the initiatives of the Workforce Innovation Board of Ramsey County. Duties included: Daily interaction with county personnel, planning team members and community partners, participate in planning and attending in-person and virtual events and meetings with county personnel, community partners and workforce board members, Assist the planning team with coordination and implementation of a variety of projects, Assist the planning team with researching and updating policies, procedures and services.

Length of Position: 8 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: Ramsey County Workforce Solutions  
Worksite Street Address: 160 E. Kellogg Blvd, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Hybrid

### **Saint Paul Port Authority Right Track Intern**

Will serve as an assistant to Port Authority staff, including, but not limited to, scanning documents and uploading to SharePoint and entering metadata; attend at least one Internal Credit and one Credit/Board meeting (informational/learning), actively use Word, Excel, Outlook,

SharePoint, and be able to navigate various websites, as needed; and, have good attention to detail and be able to follow instructions from a variety of staff.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Additional Notes: Knowledge of SharePoint a big plus!

Worksite Name: Saint Paul Port Authority  
Worksite Street Address: 400 Wabasha Street North, Suite 240, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: In-person

### **Union Park District Council Community Engagement Associate**

The Union Park District Council Intern will: 1. Post community meeting reminders, events and information on social media accounts 2. Gather information for and distribute the UPDC monthly newsletter. 3. Take notes for assigned committees. 4. Conduct information tables in the neighborhoods. 5. Door knock for community survey and feedback. 6. Advertise and distribute flyers for community events. 7. Assist in annual community fundraisers. 8. Attend monthly committee meetings and keep up to date with various committees. tasks and happenings.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Afternoons  
Earnable Credentials, Certificates, or Credits: Written Recommendation  
Additional Notes: Generally a M-F work week. Some times weekends are needed.

Worksite Name: Union Park District Council  
Worksite Street Address: 1821 University Ave. W. Suite 308, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

## Health Science

### **Alzheimer's Association Diversity, Equity And Inclusion Intern**

We are seeking a passionate and highly organized champion of health equity to help extend the Association's reach in underserved communities. The Diversity, Equity and Inclusion (DEI) Intern will assist in researching, evaluating, and implementing strategic initiatives; developing partnerships with community and faith based organizations; and working with other departments on a variety of projects.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Alzheimer's Association  
Worksite Street Address: 7900 West 78th St., Suite 100, Edina

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: Hybrid

### **Children's Minnesota Advocacy Intern**

The intern will support clinic staff in finding reliable information about internal and external resources that can improve the health of patients/families. The Intern will work inside Children's Primary Care Clinic to support the process of identifying social conditions affecting families health, connecting them to resources as needed and following-up after referrals have been made. Intern will also support with events and other departmental needs that arise.

Length of Position: 8 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: Remote  
Worksite Street Address: Remote, Remote

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: Virtual

### **Children's Minnesota Healthcare Simulation Intern**

The Healthcare Simulation Intern will partner with all the Simulation Team members (including Medical Director, Program Director, Operations Manager, Simulation Education Specialists, Simulation Operations Specialists, and Administrator) to meet the strategic goals of the organization. This position assumes broad and specific responsibilities for the development and implementation of instructional, systems integration, assessment and research activities within Children's Simulation Center in partnership with other Simulation team members. The Healthcare Simulation Intern will need to be able to work as a team with other simulation specialists and simulation operations specialists in the orchestration of simulations within a busy multi-site simulation center.

Length of Position: 8 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: Minneapolis Hospital, St. Paul Hospital, and Children's Business Center  
Worksite Street Address: Minneapolis - 2525 Chicago Ave, St. Paul - 345 Smith Ave, Edina - 5901 Lincoln Dr, Minneapolis, Saint Paul, Edina

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **Evergreen Primary Care Clinic Assistant**

Provides administrative assistance to a small, independent primary care clinic. Will work directly with the three physician owners. Duties will include greeting patients, answering calls, taking messages, light cleaning and organizing. Will also complete a project over the course of the summer - the creation of a lab manual for the clinic. This will require retrieving information from multiple locations and compiling and organizing it in a folder that will be easy for the physicians to reference when needed.

Length of Position: 10 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: Evergreen Primary Care

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Worksite Street Address: 570 North Asbury Street, Suite #208, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: In-person

### **M Health Fairview Community Advancement Summer Intern**

This position would be on the M Health Fairview Community Engagement Team within the Community Advancement Department. The team collaborates with the community to improve health and wellbeing and promote health equity through short-term and long-term approaches. Job Duties Include: Shadow Community Advancement staff, attend team meetings and community partner meetings; Assists other clinical and/or non-clinical staff with projects as requested; Willingness to complete health related research project on topic of choice relevant to healthcare, health equity diversity and inclusion and/or community advancement and more.

Length of Position: 8 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Additional Notes: Flexible with some aspects of schedule. Applicant would need to work from a secure wifi connection.

Worksite Name: University Park - Primarily remote?  
Worksite Street Address: 1690 University Ave W, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: Hybrid

### **Regions Hospital Right Track Intern - Gift Shop**

To be responsible for Bright Corner Gift Shop operation on assigned shifts and to perform related duties as assigned. Intern will spend time working directly with customers, provide accurate information for all incoming calls, support with merchandizing and maintain store appearance.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Regions Hospital  
Worksite Street Address: 640 Jackson Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### **Regions Hospital Right Track Intern - Patient Access**

The Right track Intern will assist the Patient Access team with duties related to the functions at Regions Hospital and the miscellaneous duties and projects.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Regions Hospital  
Worksite Street Address: 640 Jackson Street, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

## **Hospitality and Tourism**

### **Cerenity Senior Care- Humboldt House Keeping**

Clean and maintain all areas of the facility including resident/patient rooms, public and resident restrooms, showers and bathing areas in a tidy, hygienic germ free manner, following housekeeping policies and infection control standards. Removes trash from all areas.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: Cerenity Care Center  
Worksite Street Address: 514 Humboldt Ave, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Testing options  
Work Area: In-person

### **Elior North America Food Service Worker**

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The Food Service Worker is responsible for routine food service tasks in the kitchen, cafeteria, dining room, dish room and special function areas. Duties of this position include preparing, serving and distributing food and may require working in various areas of the department; such as tray line, dish room, cafeteria and storeroom. The ideal candidate must possess strong interpersonal and customer skills. This position will be working with Seniors in a Senior Living Community.

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Additional Notes: Working in Health Care Setting in the dining room

Worksite Name: Polar Ridge Senior Living

Worksite Street Address: 2365 Helen St. N, North Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

## Human Services

### 600 Strategies, Inc.

#### Workflow Guru (Organizational Assistant)

Length of Position: 11 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: N/A

Additional Notes: o Have access to good internet connection.

o Have reliable technological tools: Laptop/desktop computer and smartphone.

o Be able and willing to travel to different St. Paul locations on occasion if necessary.

o Be available to work days, nights and we

Worksite Name: 600 Strategies, Inc. & the office(s) of non-profit clients

Worksite Street Address: Work from home and/or the office(s) of non-profit clients, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

## Artsus

### Jr Staff Lead

Under the direction of the After School Program Director, the Jr. Staff is responsible for helping out with activities and games for participants in the program. The After School Jr. Staff must provide the participants with a leadership role, and be a positive role model to them. The Jr. Staff is responsible for organizing and helping Artist or lead daily activities.

Length of Position: 11 weeks

Hours Per Week: 30-40 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: -First aid

-Food safety Training

-Concussion Training

Worksite Name: ARTS-US Center for the African Diaspora

Worksite Street Address: 1221 Marshall ave, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

## Bestview care options

### Case Aide Intern

Bestview Care Options is an In-Home Family Supports (IHFS) help people with disabilities live in the community more independently. The Case Aide Interns will support with a number of tasks such as administrative tasks, maintaining social media, assist case managers with follow up on medical equipment/supplies and more.

Length of Position: 11 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Worksite Name: Bestview Care Options

Worksite Street Address: 2345 Rice St. Suite 200, Roseville

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

## City of Saint Paul - Parks and Recreation Centers

### Day Camp Assistant

Day Camp Assistants have responsibility to positively lead and encourage students to participate in and to learn and grow from the diverse experiences of each camp. You should enjoy working with youth of all ages and being outdoors. We

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are looking for people 18 years of age or older with a valid Minnesota Driver's License. Camps can run between 2-9 hours a day up to 5 days a week. You will be paired with an experienced Camp Lead who will lead the activities.

Length of Position: 10 weeks

Hours Per Week: 30-40 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits:

Additional Notes: Other important skills: customer service, quick thinking, conflict management with kids, willingness to work with kids, drive a city van, try new things. Each intern will be assigned to a different Community Recreation Director at different sites. They wi

Worksite Name: Edgumbe Recreation Center, El Rio Recreation Center, North Dale Recreation Center

Worksite Street Address: Edgumbe (320 S. Griggs St, 55105), El Rio (179 Robie St. E, 55107), North Dale (1414 St. Albans St, 55117), Saint Paul

Vaccine Requirement: No Vaccination Requirements

Vaccine Exemptions:

Work Area: In-person

### **Hallie Q. Brown Community Center Food Shelf Assistant**

The Food Shelf Assistant provides a welcoming environment and excellent customer service to all community members in one of St. Paul's busiest food shelves.

You will: Work directly with food shelf clients providing shopping assistance; Assists with unloading of donations and stocking of shelves according to expiration dates; Maintain cleanliness level of food shelf by sweeping, mopping, cleaning equipment and taking out trash and recyclables.

Length of Position: 10 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: Hallie Q. Brown Community Center

Worksite Street Address: 270 N. Kent Street, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Work Area: In-person

### **NorthStar Health Care Coordinator | Interpreter**

The role of an Karen Interpreter | Care Coordinator is to engage with the patients they are assigned to and assist their Mental Health Practitioner (MHP) | Case Manager. In NorthStar Health, we are committed to providing the best holistic services to our patients. Being culturally competent is a major factor in our functioning and thus, we greatly value our Interpreters | Care Coordinator to be culturally competent and open to learning about other cultures, values, and traditions. As our provision of services are towards communities of low-income, immigrants, and elders, having the role of an Interpreter | Care Coordinator will exponentially improve the lives of patients who do not know the systems and procedures in America, thus, the Interpreter | Care Coordinator plays a vital role in the development of the patient's mental health improvement and well-being.

Karen Speakers | Intern must be fluent in the language we are looking for.

Length of Position: 11 weeks

Hours Per Week: 30-40 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits:

Additional Notes: Interns must be fluent in Karen. Hours are very flexible, Intern can choose to work any day of the week based on patient's availability. Intern also has the option to work here passed their internship length and become an employee | part-time and full-time.

Worksite Name: NorthStar Health

Worksite Street Address: 995 University Avenue W Suite 202, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: Hybrid

### **Shakir Consulting Services Case Aide/Paraprofessional**

Case management aide: Assists the case manager with administrative activities related to waiver case management services. Essential functions include case preparation and filing of relevant materials, maintaining provider/vendor contacts, and case noting.

Length of Position: 11 weeks

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Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: If their university, college, school, or work program allows them to receive credit we will work with the criteria and supervision requirements.  
Additional Notes: Committed to data privacy and confidentiality.

Worksite Name: Shakir Consulting Services  
Worksite Street Address: 800 Transfer Rd. Suite 100, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

## Information Technology

### Osiris Organization Tech Lab Instructor

Osiris Interns will classroom instructional services to students enrolled in classes, YJ2 lab instructors must enroll in the Microsoft Office Suite applications and Osiris' online Networking Fundamental Plus class. YJ2 Tech Lab instructors will learn basic technical support skill sets in a Windows Operating environment. Interns will provide inner city youth with the current computer technology skills sets in a real time environment and inspire them to pursue information technology careers.

Length of Position: 11 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Additional Notes: We will train interns.

Worksite Name: Recreation Centers in St. Paul  
Worksite Street Address: Varies, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations  
Work Area: In-person

### Vivacity Tech PBC Warehouse and Production Associate

Vivacity Tech PBC is a national leader in providing 1:1 Chromebook solutions to K-12 schools. Vivacity Tech PBC is seeking youth teammates to work onsite in Saint Paul performing warehouse, and production duties.  
Warehouse: Work independently to pick and pack items on a per order basis for deliver to customers; put away product to proper inventory locations; Ensure accuracy of items picked/packed; Manually handle, repack or restack pallets of finished products as needed.  
Production: Prewriting carts, White Gloving, Asset Tagging, Green Boxing Laser Etching

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: Student Repair Academy computer repair course

Worksite Name: Vivacity Tech PBC  
Worksite Street Address: 641 Fairview Ave #150, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

## Manufacturing

### Ecolab HR Assistant

Internship will be with the Ecolab Talent Acquisition (TA) team which is the department that recruits new employees for Ecolab. The TA intern will provide administrative coordinator support such as assembling new hire paperwork, assisting campus recruiting team in preparation for their events, interview schedule coordination, other general office work.

Length of Position: 10 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: Ecolab  
Worksite Street Address: 1 Ecolab Place, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

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## Marketing

### **Elsa's House of Sleep Retail Business Support & Marketing Intern**

Elsa's House of Sleep is looking for a Retail Business Support & Marketing Intern who has in interest in learning the day-to-day operations of managing and running a retail store. The Elsa's House of Sleeps team works together with to assist customers in person, on the telephone, and through various technological sources (email, social media, and text). We are a customer service orientated and driven organization that strives to engage with clientele above and beyond the typical retail store experience.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Elsa's House of Sleep  
Worksite Street Address: 1441 University Ave W, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **Hotels Hiring Now Social Media Specialist**

Hotel Hiring Now ultimately helps bridge the gap between hotel employers and hotel job seekers by providing an online hotel hiring hub to connect by exploring hotel job opportunities, engaging with our social media channels, career advice, engage in blog topics, career resources, employer hiring tips and training opportunities. Key Social Media Specialist responsibilities include: Research targeted audience preferences and discover current trends; Assist in creating engaging text, image and video content; Assist in the design and content of posts to sustain reader's curiosity and create buzz around new events, products or features through Canva tool; Create daily Youtube Job Alert announcements; Create weekly email newsletters through Constant Contact tool and more.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: Candidate should possess a strong knowledge of social media and how to navigate and use social media platforms to create content.

Additional Notes: Would need to feel comfortable recording Youtube short job alert videos - Can be voice over

Worksite Name: Virtual  
Worksite Street Address: Virtual, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Virtual

### **MacQueen Equipment Group Marketing Intern**

As a marketing intern at MacQueen Equipment you will work with our marketing team to promote our brand, support internal staff, and reach new customers. You will learn skills and execution techniques in several areas of marketing as well as popular marketing and business platforms including Hubspot Marketing Automation, social media platforms, Office365, Adobe Creative Suite and more. We are seeking a self-starter with an interest in offering new ideas, taking on several tasks at once and learning about the unique challenges of business to business (B2B) marketing.

Length of Position: 10 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: MacQueen Equipment  
Worksite Street Address: 1125 7th Street East, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **North End Neighborhood Organization & The North End Community Foundation Communications and Engagement**

Mission: The North End Neighborhood Organization (NENO) works to serve, support and promote our community as an equitable place for everyone to live, work, play. The North End Community Foundation's Mission is to bring together the many cultures and work to improve the quality of life in the North end. Our motto is "Many Cultures, Many Traditions ~ One CommUNITY. The intern will assist both organizations as they work to improve communications and engagement. Primary Duties Include: Outreach to the North End community; Marketing; Community Garden; Plan and Assist with special events; Maintain Website, Social Media.

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

Length of Position: 6 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: Ideally bilingual in Karen  
Additional Notes: A laptop with Microsoft Office will be provided while working and will be returned at the end of the internship. Working Saturdays is a possibility

Worksite Name: North End Neighborhood Organization  
Worksite Street Address: 171 Front Avenue, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

### **Rabata E-Commerce Merchandising and Inventory Intern**

Rabata is a nonprofit organization based in Minnesota and touches the lives of thousands of women locally and around the world. Rabata's branches of programming are in the areas of education, tarbiya, and community. The Rabata Cultural Center aims to be a community space where local Minnesotans and visitors can explore positive cultural change through creative educational experiences. Interns will: Help develop unified descriptions and product pictures on our eCommerce platform, Shopify; Help continue to grow an online presence for our store and be extremely focused on the customer experience on site; Respond to customer online inquiries via email and live chat in a timely and caring manner and more.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Rabata Cultural Center  
Worksite Street Address: 3533 Lexington Ave N, Arden Hills

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

### **EOR Inc Field Services/Engineering Intern**

Emmons & Olivier Resources, Inc. (EOR) is a multi-disciplinary environmental consulting firm providing a broad range of services to a diverse group of public and private clients. We are a collaborative group of environmental and design professionals passionate about protecting our waters, restoring healthy ecosystems, and enhancing our community's unique sense of place. We are

### **Urban Roots Communications & Development Intern - Administrative Team**

Urban Roots is a Saint Paul organization whose mission is to cultivate and empower youth through nature, healthy food, and community. The Communications Intern works closely with the Administrative team to help deliver messaging to external and internal stakeholders on the East Side of Saint Paul. The Communications Intern will work closely with staff at Urban Roots to create content and post on our social media accounts and monthly email newsletter. Content creation will also include website maintenance, informational handouts/flyers and signs/displays.

Length of Position: 10 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both  
Earnable Credentials, Certificates, or Credits: This position can choose to take part in certification courses for:  
CPR/First Aid & AED Certification  
Pallet Jack  
ServSafe  
OSHA Safety

Worksite Name: Urban Roots  
Worksite Street Address: 1110 Payne Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations, Testing options  
Work Area: Hybrid

### **Science, Technology, Engineering, and Mathematics**

seeking a creative, self-motivated Field Services/Engineering Intern! to join our team in Saint Paul, MN for the summer of 2022. Responsibilities: Venture into the field with experienced engineers to learn hands on; Learn about the different functions within an environmental engineering firm; Assist HR and other areas with special projects.

Length of Position: 8 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

Worksite Name: EOR Inc  
Worksite Street Address: 1919 University Ave W, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19  
Work Area: In-person

**Friends of the Mississippi River  
Environmental Stewardship Institute Assistant**

The Environmental Stewardship Institute (ESI) fosters a diverse next generation of environmental leaders through an immersive program of local river issues and professional development that supports an interdisciplinary exploration of the environmental field. ESI provides a paid job experience and foundational learning to a group of students, our ESI fellows, curious about environmental career paths. ESI Assistant will support the fellows as they explore these questions with FMR staff and environmental professionals through self-directed projects, job skill-building, discussions, presentations and interactive activities about environmental issues. Ideal Candidates attend live on the Eastside, Midway neighborhoods of St. Paul due to the location of programming. Most programming will happen outdoors in parks with some virtual options for meetings.

Length of Position: 9 weeks  
Hours Per Week: 15-20 hours  
Preferred Availability: Either/Both

Worksite Name: Friends of the Mississippi River  
Worksite Street Address: US Bank Building, 101 5th St E #2000, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: Hybrid

**HDR Engineering, Inc.  
Right Track Intern - HDR Engineering**

The Right Track Intern will support HDR project teams on various transportation projects, including the Riverview Modern Streetcar project. This position offers real-world experience in the civil engineering and transportation planning fields. Successful candidates will be able to connect with recent college graduates through mentoring and HDR's Young Professionals programs.

Length of Position: 10 weeks  
Hours Per Week: 20-30 hours  
Preferred Availability: Either/Both

Worksite Name: HDR Engineering, Inc.  
Worksite Street Address: 1601 Utica Avenue South, St. Louis Park

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

**Kimley-Horn and Associates  
Purple Line BRT Intern**

This summer internship position may support a variety of activities associated with the Purple Line Bus Rapid Transit (BRT) Project (Project). During the summer of 2022, the Project is expecting to be advancing toward 30% design and preparing its first major submittal to the Federal Transit Administration. The position may also have an opportunity to support activities on the Gold Line BRT Project, which is preparing for the start of construction. Interns will: Support design and outreach staff in developing the design for the Purple Line BRT Project (roadway, sidewalk, urban design, etc.); Support development of various documents required for the project (cost estimates, schedule, management plans, etc.); Develop meeting materials and/or meeting notes; Support Purple Line community engagement activities and more.

Length of Position: 11 weeks  
Hours Per Week: 30-40 hours  
Preferred Availability: Either/Both

Worksite Name: Kimley-Horn and Associates  
Worksite Street Address: 767 Eustis Street, Suite 100, Saint Paul

Vaccine Requirement: No Vaccination Requirements  
Work Area: In-person

**Ramsey-Washington Metro Watershed District  
District Inspector Intern**

Primary duty will be to assist District Permit and Grant Staff in the inspections of completed stormwater best management practices (BMPs) such as rain gardens and infiltration basins. The intern will be involved in BMP inspections post construction to ensure compliance with

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District requirements. The intern will be responsible for filling out inspection reports and communicating findings to the District Staff as well as BMP owners and managers. Most work activities will be outside field work with some office record keeping duties, database management, and other duties as needed.

Length of Position: 11 weeks

Hours Per Week: 30-40 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits:

Additional Notes: All training will be done onsite but an intern with plant identification experience would be an asset.

Worksite Name: Ramsey-Washington Metro Watershed District

Worksite Street Address: 2665 Noel Dr, Little Canada

Vaccine Requirement: No Vaccination Requirements

Work Area: Hybrid

## **WSB**

### **Right Track Intern**

The technical interns will assist the engineering and other staff at the St. Paul office of WSB. Duties include assisting with quantity computations, assembly of reports and construction documents, and general project and office administrative tasks. The intern will be exposed to a variety of civil engineering and natural resources fields of practice; and may have the opportunity to visit project sites.

Length of Position: 9 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: WSB

Worksite Street Address: 178 East 9th Street, Suite 200, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

## **Right Track Intern**

The technical interns will assist the engineering and other staff at the St. Paul office of WSB. Duties include assisting with quantity computations, assembly of reports and construction documents, and general project and office administrative tasks. The intern will be exposed to a variety of civil engineering and natural resources fields of practice; and may have the opportunity to visit project sites.

Length of Position: 9 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Worksite Name: WSB

Worksite Street Address: 178 East 9th Street, Suite 200, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

## **Skilled Trade**

### **City of Saint Paul - Office of Financial Services Vehicle Technician Intern**

Performs progressive levels of mechanical work assisting in the cleaning, servicing, repair and maintenance of municipal vehicles, equipment, apparatus, attachments, and appendages to heavy equipment. Assists with work performed on trucks, automobiles, construction equipment, forestry equipment, and related accessories. Cleans and performs daily service maintenance and prepares units for decommission. Assists with dismantling and assembling of components to repair or replace parts. Performs related duties as required.

Length of Position: 10 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Additional Notes: Recommended but not required: Safety certificate or training from their respective schools. Please note the position is with the Department of Financial Services, Fleet Services Division at Parks and Recreation.

Worksite Name: City of Saint Paul Como Central Service Facility(CCSF) Hamline Shop

Worksite Street Address: 1100 Hamline Ave N., Saint Paul

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **City of Saint Paul - Office of Financial Services Vehicle Technician Intern (Public Works Municipal Garage)**

Performs progressive levels of mechanical work assisting in the cleaning, servicing, repair and maintenance of municipal vehicles, equipment, apparatus, attachments, and appendages to heavy equipment. Assists with work performed on trucks, automobiles, construction equipment, forestry equipment, and related accessories. Cleans and performs daily service maintenance and prepares units for decommission. Assists with dismantling and assembling of components to repair or replace parts. Performs related duties as required.

Length of Position: 10 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Additional Notes: Recommended but not required: Safety certificate or training from their respective schools. Please note the position is with the Department of Financial Services, Fleet Services Division at Public Works Municipal Garage

Worksite Name: City of Saint Paul Public Works Municipal Garage (PWME)

Worksite Street Address: 891 Dale Street N., Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **MN Trades Academy Track II Intern**

This opportunity will prepare interns to select a construction career path-union apprenticeship training, a

construction related post-secondary track, or direct entry into the construction workplace, if desired. Interns participate in hands-on experiences throughout the sessions at local JATC with industry trainers.

Length of Position: 8 weeks

Hours Per Week: 20-30 hours

Preferred Availability: Either/Both

Earnable Credentials, Certificates, or Credits: OSHA 10

Additional Notes: Interns will be asked to meet at the designated worksite every day. We will provide van transportation to training centers and other worksites.

Worksite Name: Central High School

Worksite Street Address: 275 Lexington Pkwy N, Saint Paul

Vaccine Requirement: No Vaccination Requirements

Work Area: In-person

### **Saint Paul Public Schools - Facilities Dept YJ2 Facilities Trades Intern**

The Facilities Trades Intern will work closely with a variety of trades experts. This includes plumbing, electrical, pipefitting, sheet metal, carpentry, roofing, painting, and more. The Trades Intern will shadow various trades staff providing assistance as appropriate on projects related to maintenance, construction, and repairs in a variety of settings throughout the Saint Paul School District.

Length of Position: 8 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Worksite Name: Educational Operation Services

Worksite Street Address: 1930 Como Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Testing options

Work Area: In-person

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**

## Transportation

### **Allina Health - United Hospital Hospital Supply Chain Intern**

This position will provide a general overview of the supply chain operations in a hospital setting. Interns will be exposed to supply chain through both hands on and shadowing experience.

Length of Position: 8 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Mornings

Additional Notes: 2 days a week for 8 weeks. Any two days (Monday-Friday) work.

Worksite Name: United Hospital

Worksite Street Address: 333 Smith Ave N, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **Saint Paul Public Library Materials Management Intern**

This is a new role in the Materials and Management Center, where we process new materials and play a huge role in sorting and delivering materials to all 14 SPPL branches. This is an evolving role being supervised by See Vang, Librarian I. Duties include but not limited to: Summer Spark, Assisting with delivery, sending and fulfilling requests, scanning invoices and more.

Length of Position: 6 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Either/Both

Worksite Name: Sun Ray Library

Worksite Street Address: 2105 Wilson Ave, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Waivers available for religious exemptions, Waivers available for medical accommodations

Work Area: In-person

### **Saint Paul Public Schools - Facilities Dept YJ2 Facilities Distribution Intern**

The Facilities Distribution Intern (FDI) will work closely with staff that work in many different departments within the SPPS school system. The FDI will interact with the staff of the distribution team, and the schools that the team delivers to and learn about what support we give to the schools and staff of more than 70 sites of the SPPS school system. This position is ideal for someone interested in learning more about logistics and distribution services.

Length of Position: 8 weeks

Hours Per Week: 15-20 hours

Preferred Availability: Mornings

Worksite Name: Educational Operation Services

Worksite Street Address: 1930 Como Avenue, Saint Paul

Vaccine Requirement: Must be fully vaccinated for Covid-19

Vaccine Exemptions: Testing options

Work Area: In-person

**All information in the job descriptions is to be used as a general guide and is subject to change at any time.**