



WE ARE HIRING!

**STUDENT INTERN POSITION FOR SUMMER!
RATE OF PAY: \$19.94/HR**

Ontario County Office for the Aging is currently seeking applicants to fill a Student Intern vacancy.

MINIMUM QUALIFICATIONS:

The Ontario County Office for the Aging is looking for a student who has completed one (1) year of college study from a college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

DUTIES INCLUDE BUT NOT LIMITED TO:

- Assist office with mailings, data entry, phone calls, copies, and more.
- Work with Wellness Coordinator to scope out and set up sites for bike club and pop up yoga classes.
- Assist with the scheduling and preparation of community presentations.
- Assist with Farmer's Market Coupons and coordinate with Cornell Cooperative Extension on health cooking demos.
- Assist in the planning of the Volunteer Appreciation Breakfast
- Create and distribute various program flyers and newsletter.
- Website formatting.
- Create content for Social Media Platforms.
- Organize volunteer files and screening for volunteers

To apply visit: <https://ontario-portal.mycivilservice.com/jobopps>