



The following are internship opportunities for summer 2019. All internships require an employment application and are due April 3rd. Internships range from three weeks to the entire summer, depending on department.

### **Business Office Internship**

The Business Office is looking for a college student that would love to learn the role of spiritual thinking in the business world. You will be an active contributor and member of the Business Office team, focusing on learning and supporting Tenacre's daily business operations, including various aspects of financial and investment reporting. Specific aspects include:

- Prayerfully supporting the daily activities of Tenacre
- Assisting with account reconciliations and month-end financial reports
- Helping with annual audit preparations
- Being a part of formulating new reports for Board of Trustees and management

Requirements:

- Strong skills with Microsoft Office, especially Excel and graphing
- Great communication skills
- Attention to detail
- Ability to work independently
- Student of Christian Science

Together, we will be stretching ourselves spiritually! If you are interested, please apply at our website,

### **Technology Services Internship**

The Technology Services Team provides a variety of technical services and support for Tenacre. Every day is different and, as an intern, you bring your own inspired spiritual sense to the day's work. Areas of service may include any of the following:

- Responding to daily service calls helping computer users solve their technical challenges
- Setting up and installing computers and/or printers
- Updating our website, which will be migrating to OSPlatform
- Working with camera equipment for departmental projects
- Providing audio and video support at live events
- Assisting with configuration changes for telephones and voicemail
- Cataloguing photos and audio files in our archive database
- Data entry of office and home appliances for our Buildings and Grounds department
- Attending departmental meetings

Requirements:

- Technical skills in computer support
- Attention to detail
- Ability to work independently
- Willingness to learn
- Student of Christian Science

### **Seasonal Worker: Digital Photo Restoration Editor**

Thorough working knowledge and proven ability with Photoshop.

Able to scan archive photographs and transparencies and perform professional quality restoration.

Working in the Technology Services department under the direction of the Manager.