



SUNY Potsdam, Presidential Internship Program (PIP) Internship Site Options for Summer 2026

Instructions for Students:

1. Review the following list of internship site options for Summer 2026.
2. When completing the PIP Student Application, provide your top 3 choices and rationale for each one.

Note: Actual site schedule will be arranged with the site (site hours reflect hours of operation)

Site Name	North Country Children's Museum
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Education Intern (1)
Position Description	The Education Intern at the North Country Children’s Museum will assist with STEAM summer camps by supporting daily activities, preparing materials, and engaging with children in hands-on projects. Interns will work closely with the education team to deliver interactive learning experiences, help manage groups of participants, and ensure a safe, welcoming environment. In addition, interns will have opportunities to develop and lead educational programs in an informal museum setting, gaining experience in program design, facilitation, and community engagement.
Site Hours	Mon-Fri, 8:30am-4:30pm (June-August)
Site Name	Potsdam Public Museum
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Museum/Archives Intern (1)
Position Description	Primary internship tasks fall into four main categories: collections and curatorial, archival and research, programming and education, and general museum operations. Specifically, the duties of an intern might include assisting with exhibit development, cataloging artifacts, digitizing archival material, greeting the public, and supporting special events. Student will become familiar with the mission of a small history museum and archives and gain familiarity with the history of Potsdam and vicinity. They will use standard museum practices, processes and procedures to maintain a collection of objects and archives; greet and represent the museum in contacts with the public, i.e., tabling events, tours, programs, social media; perform custodial tasks such as cleaning, opening museum, emptying dehumidifiers; use technology such as Pastperfect museum software; assist genealogists and others in their search for primary sources, photographs, etc.; create timely, audience-focused exhibits; and understand and create archival finding aids.
Site Hours	Tue-Fri, 10:00am-4:00 pm (May-August)
Site Name	Seaway Valley Prevention Council
Location	Ogdensburg and Massena, NY; transportation is necessary to complete daily site work
Positions Available	Health Educator (4)
Position Description	Option 1: The Health Educator will assist in implementing summer programming to elementary aged youth in school districts across St. Lawrence County. Duties



	<p>include assisting the team with programming, engaging with students, and facilitating interactive activities.</p> <p>Option 2: The Health Educator will be stationed at the Horizons Youth Clubhouse in Massena, NY. There, the Health Educator will assist with the day-to-day operations of the Clubhouse, which include leading programming for teenagers, engaging with members, and assisting with daily maintenance.</p>
Site Hours	Mon-Fri, 8:00am-4:00pm (May-August)
Site Name	SUNY Potsdam Wilderness Education
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Assistant Field Instructor (1)
Position Description	<p>Assistant Wilderness Field Instructors assist the Lead Field Instructor by managing the safety of the students while co-facilitating multi-day expedition leadership development in the backcountry. Assistant Leaders are typically students who are pursuing program certification and have advanced from intern, and successfully completed the Wilderness Leadership I. Assistant leaders must possess a mastery of all backcountry skills, must be able to co-teach and co-facilitate SUNY Potsdam’s Wilderness Education curriculum, complete documentation accurately and in a timely fashion. Assistants are attentive to course participant needs and provide constructive feedback to participants and interns. Reports to the Wilderness Education Program Coordinator. Responsibilities include:</p> <ul style="list-style-type: none"> • Assist backpacking trips in a professional manner while maintaining the highest standards for participant safety and Leave No Trace Practices possible • Assist the leader in the development of all skills taught in the backpacking course • Follow all risk management policies as outlined in course syllabi • Terminate participation of course participants who refuse to follow risk management guidelines as stated in the course syllabus or as determined by the leader • Anticipate and communicate potential hazards to course participants as they arise in the field • Know the agenda for each classroom session and be prepared with course materials such as shakedown grading rubrics, and skills checklist
Site Hours	TBD (likely May 17-June 5)
Site Name	Village of Potsdam Planning and Development Office
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Marketing and Communications Intern (2)
Position Description	Assist with Design Projects, Develop Marketing and Promotional Materials, Conduct Market Research, Support Community Engagement Activities, Contribute to Grant Applications, Support Administrative Tasks.
Site Hours	Mon-Fri, 8:00am-4:00pm (May 20-August 7)
Site Name	The Frederic Remington Art Museum
Location	Ogdensburg, NY; transportation is not necessary to complete daily site work

Positions Available	Children and Family Educational Programming Intern (2)
Position Description	<ul style="list-style-type: none"> • Create a Summer Class Schedule: Working closely with the Education Manager, the intern will create a schedule of classes, workshops and programs to be taught during the summer months (July and beginning of August). • Creating lesson plans: The intern will spend the first two weeks of the internship writing, developing, and planning their lessons. Interns will create lesson plans that align with the Museum’s exhibits and themes. Lessons should incorporate age-appropriate activities, learning objectives, and assessment methods. While the main lesson should involve Remington’s art, the intern is encouraged to incorporate a broad range of subject matter and life skills into their lessons. Introducing students to contemporary artists from diverse backgrounds and mediums is also encouraged. The Museum has lesson plan templates that you will be using. Lesson plans must be turned in prior to the lesson for approval. The Education Manager will spend time with the intern to guide them • Hands-on implementation: Once the lesson plans are developed, interns will then teach those lessons at Kid’s Place classroom or in the galleries at the Museum. This real-world application will help them refine their teaching techniques and adapt to the needs of their audience. • Open Kid’s Place to the public: While at the Museum, the intern will be set up in Kid’s Place while planning their lessons. This way the doors to the center can be open to the public while the lessons and programs are being created. Depending on the intern’s schedule and availability, the intern may come twice a week to open Kid’s Place to the public.
Site Hours	Tue-Fri, 10:00am-4:00pm (May-August)
Site Name	SUNY Potsdam, School of Arts and Sciences
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Criminal Justice Camp Intern (1)
Position Description	Student intern will gain hands-on experience in youth leadership and program facilitation during the Criminal Justice Camp at SUNY Potsdam. Mentorship and training will be provided by experienced educators from the School of Arts and Sciences.
Site Hours	Mon-Fri, 9:00am-3:00pm (likely late June-early August)
Site Name	Community Performance Series
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Summer Musical Program: Assistant Producer Intern (1)
Position Description	<p>The Assistant Producer Intern for the Community Performance Series' Summer Musical Program will work alongside the Producers to support all aspects of production coordination for this flagship production. This is a rigorous, immersive internship designed to reflect the standards of a professional regional theater. The intern will gain practical experience in production management, communication, scheduling, and operations, developing the skill set required for a successful career in arts administration and theatrical production.</p> <p>Production Administration</p> <ul style="list-style-type: none"> • Assist in various administrative paperwork supporting the production

	<ul style="list-style-type: none"> • Assist Stage Manager to schedule and manage weekly production and department head meetings • Maintain detailed production calendars and coordinate rehearsal and shop schedules • Maintain Google Drive and Google Calendar links, ensuring all cast, crew, and staff have appropriate access • Manage Scripts and electronic rehearsal aids using Production Pro • Attend weekly production meetings, to be scheduled at a mutually agreeable time <p>Team & Communication Support</p> <ul style="list-style-type: none"> • Support cast, crew, and staff as a present, reliable, and informed point of contact <p>Operational Logistics</p> <ul style="list-style-type: none"> • Coordinate necessary resources for rehearsals • Monitor production timelines and proactively identify potential delays or gaps in coverage • Attend rehearsals and provide on-site support, including mandatory attendance during tech week, show run. and strike
Site Hours	Mon-Fri, 9:00am-4:00pm (May 20-July 20)
Site Name	Community Performance Series
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Summer Musical Program: Production Designer Assistant Intern (1)
Position Description	<p>The Assistant Producer Intern for the Community Performance Series' Summer Musical Program will work alongside the Producers to support all aspects of production coordination for this flagship production. This is a rigorous, immersive internship designed to reflect the standards of a professional regional theater. The intern will gain practical experience in production management, communication, scheduling, and operations, developing the skill set required for a successful career in arts administration and theatrical production.</p> <p>Production Administration</p> <ul style="list-style-type: none"> • Assist in administrative paperwork pertaining to the costume shop, prop shop, and build shop. • Coordinate and work with each Designer on their schedules and due dates. • Maintain separate budgets for each shop • Place online orders for each shop • Maintain detailed production calendars and coordinate rehearsal and shop schedules • Maintain google drive and calendar links. Ensure everyone has proper access • Manage Scripts and electronic rehearsal aids (Production Pro) • Attend weekly production meetings as needed <p>Team & Communication Support</p> <ul style="list-style-type: none"> • Support cast, crew, and staff as a present, reliable, and informed point of contact <p>Operational Logistics</p>

	<ul style="list-style-type: none"> • Coordinate necessary resources for each shop • Assist in monitoring production timelines and proactively identify delays or gaps in coverage • Attend rehearsals and provide on-site support as need, with mandatory attendance during tech week, show run, and strike
Site Hours	Mon-Fri, 9:00am-4:00pm (May 20-July 20)
Site Name	GardenShare
Location	Canton/Potsdam, NY; transportation is necessary to complete daily site work
Positions Available	Farm Gleaning Ambassador (1)
Position Description	<p>The Farm Gleaning Ambassador will focus on developing a pilot gleaning program for GardenShare. GardenShare partners with the St Lawrence County Food Access Program Alliance, which include food pantries, soup kitchens, and backpack programs. These programs clients regularly share that they like to receive fresh produce. At the same time, GardenShare hears local farmers have too much product which is then left in fields for compost. The goal of the internship is to establish relationships with local farmers who are interested in participating in a gleaning program, create a process for the cycle of the program (gathering, preparing, distributing/transportation, financial infrastructure, etc.), develop volunteer recruitment methods (community members, youth groups, college clubs, etc.), and communication channels. GardenShare would like to see one pilot gleaning day happen during the internship so that evaluation can take place. The Ambassador will also research potential funding sources/grants to sustain the program.</p>
Site Hours	Mon-Fri, 9:00am-2:00pm (June 1-August 8)
Site Name	Blueline Magazine
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Marketing & Public Relations Intern (1)
Position Description	<p>This internship is open to any students interested in business, public relations, or the community outreach aspect of magazine promotion. This program is ideal for students majoring or minoring in English, Business Administration, Environment and Sustainability, Computer Science, or Finance. In short, this program will immerse an intern in the business of marketing a regional magazine. Blueline Magazine internships are designed to prepare interns for dynamic employment and/or study in graduate programs. Listed below are the central skills to be developed and integrated within the intern's competencies in their majors or minors.</p> <ul style="list-style-type: none"> • Assist the editors in growing the business by marketing the magazine. This involves contacting and interacting with regional bookstores and libraries. These tasks begin with research of online profiles for bookstores and libraries. We'll make contacts over email, over the phone, and in person as needed (explaining to bookstores and libraries how the magazine celebrates regional literature). • Interns will be required to join the editors in visiting possible new markets in the region. The editors also want interns to meet some of the 16 merchants who already sell copies of Blueline. This will involve travelling by car with a Blueline

	<p>editor: transportation will always be provided for interns with an editor. Some Saturday commitments for travel are required.</p> <ul style="list-style-type: none"> • Interns will be required to attend this summer's Author's Night event at the Wild Center in Tupper Lake, in early August. This annual event is ideal for interns to meet authors and publishers and to discover how they interact with the customers.
Site Hours	Mon-Thurs, 10:00am-2:00pm (May 25-August 8)
Site Name	SUNY Potsdam Business Affairs
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Business Affairs Intern (1)
Position Description	Assist in reviewing budget and spending patterns, financial transaction organization and record-keeping, and data analysis for SUNY Potsdam financial and budgetary purposes.
Site Hours	Mon-Fri, 8:00am-4:00pm (late May-early August)
Site Name	Brick and Mortar Music
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Sales and Music Retail Operations Intern (1)
Position Description	<p>We are looking for a passionate and detail-oriented Sales & Music Retail Operations Intern to join our music retail team. This role offers hands-on experience in sales, customer engagement, and retail operations within a dynamic and creative environment. As an intern, you'll assist customers in finding the right instruments, gear, or accessories, while ensuring a smooth shopping experience both in-store and online. You'll support the sales team with daily transactions, instrument rentals, maintain accurate inventory and pricing in the POS system, and help update product listings on the company's website. The role also involves assisting with marketing and promotions and providing feedback to enhance customer experience. You'll gain valuable insight into music retail sales, e-commerce operations, and customer engagement, working closely with a team of musicians and sales professionals who share your love of music.</p>
Site Hours	Mon-Fri, 2:00pm-6:00pm (May 20-August 8)
Site Name	St. Lawrence Counter Center for History & Culture
Location	Canton, NY; transportation is not necessary to complete daily site work
Positions Available	Education and Outreach Intern (1)
Position Description	<p>The E&O Intern will serve as a museum liaison at summer events and festivals throughout the county. Their primary focus will be on creating educational materials, engaging with the community to raise awareness about our organization and programs, and developing related materials.</p> <p>Responsibilities for this internship experience include:</p> <ul style="list-style-type: none"> • Interacting with visitors to provide information about the museum, local history, and upcoming programs and events • Facilitating history-based educational activities and craft projects

	<ul style="list-style-type: none"> • Assisting with activity prep, set up and take down at events, and preparation of educational objects to display • Collecting and compiling visitor data through surveys • Photographing outreach events for publicity purposes • Develop lesson plans and facilitate educational activities for children, families, and adults at the museum <p>The E&O Intern will also provide outreach in the community for public programming, like our new & popular "history hikes" program. They will learn more about the many facets of public programming specific to museums, such as the care and handling of historic artifacts, and how objects are used to tell stories of local people and places- past and present- through exhibits, programs, and social media. Finally, if desired, the E&O intern will help with developing educational content related to local history for exhibits at the museum and/or for social media/website posts and newsletters.</p>
Site Hours	Mon-Fri, 9:00am-5:00pm (late May/early June-early August)
Site Name	St. Lawrence County Arts Council
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Teen Program Assistant and Showcase Curator (1)
Position Description	<p>The Teen Program Assistant plays a key role in the success of the SLC Arts Teen Summer Series, a multi-disciplinary summer arts program designed to spark creativity, skill-building, and community among rising teen artists. This internship offers hands-on experience in youth arts programming, workshop facilitation, creative operations, and behind-the-scenes support for a dynamic arts nonprofit.</p> <p>Program & Workshop Support</p> <ul style="list-style-type: none"> • Assist teaching artists during workshops in disciplines such as woodworking, comic creation, ceramics, theater, poetry, digital art, photography, or others... disciplines still being determined. • Help set up and break down studio spaces, tools, and materials for daily sessions. • Support teens during project work by offering guidance, encouragement, and troubleshooting basic artistic or technical tasks. • Ensure a welcoming, inclusive, and supportive learning environment aligned with our community agreements and safe-space practices. <p>Operations & Logistics</p> <ul style="list-style-type: none"> • Track attendance, help coordinate sign-in/sign-out, and maintain basic program records. • Assist with supply organization, inventory updates, and materials prep throughout the program. • Help with behind-the-scenes tasks such as room resets, tool cleaning, and preparation for final showcases. <p>Community Building & Engagement</p> <ul style="list-style-type: none"> • Participate in daily check-ins with staff and help guide group-based community-building activities. • Encourage peer connection among teens and help cultivate a sense of belonging.

	<ul style="list-style-type: none"> • Provide general supervision and assist staff with maintaining safety, clarity, and positive group dynamics. <p>Showcase & Exhibitions</p> <ul style="list-style-type: none"> • Support end-of-week or end-of-program showcases by assisting with display setup, labeling artwork, and coordinating presentation needs. • Help prepare the gallery or workshop rooms for visitors. <p>Qualifications</p> <ul style="list-style-type: none"> • Interest in art education, youth development, creative programming, studio art, or nonprofit arts work. • Strong communication and interpersonal skills; comfortable engaging with teens in a supportive, encouraging manner. • Ability to follow directions, take initiative, and work well both independently and as part of a team. • Willingness to assist across multiple art mediums (no need to be an expert in all!). • Dependable, organized, and enthusiastic about creating positive experiences for young artists.
Site Hours	Mon-Fri, 8:30am-4:00pm (mid June-early August)
Site Name	St. Lawrence County Government, Public Health Department
Location	Potsdam/Canton, NY; transportation is necessary to complete daily site work
Positions Available	Public Health Mosquito Surveillance Intern (3)
Position Description	<p>The primary internship task is to support the St. Lawrence County Public Health Department in continuing the mosquito surveillance program we launched in 2025. Mosquitoes are important carriers of zoonotic diseases, including Eastern Equine Encephalitis (EEE), a dangerous virus which has only recently begun to appear in St. Lawrence County. The Public Health Department, in collaboration with SUNY Potsdam, Clarkson, and SUNY ESF, is planning to implement a second year of surveillance system in summer 2026 to gather more information about the populations of mosquitoes that carry EEE and other diseases.</p> <p>The intern’s responsibilities will be the following:</p> <ul style="list-style-type: none"> • Participate in trainings with Public Health and SUNY Potsdam professors • Travel to two field sites each week to set mosquito traps and collect samples (sites are within 30 miles of Potsdam) • Identify and sort (dead) mosquitoes in the lab and prepare samples for shipping to lab facility which will test them for disease <p>As with our first crew in 2025, we will train the students in everything they need to know for this work; no prior knowledge is necessary. All that applicants need is an interest in public health and mosquito-borne disease, a willingness to get out in the field and get dirty, and the ability to also work in a detail-oriented lab setting. This internship is an amazing opportunity for students interested in the growing field of zoonotic disease monitoring and prevention. PIP interns who worked with our program in 2025 went on to present at conferences and continue collaborations with our office, and we anticipate they will publish at least one peer-reviewed article as a result of this summer work.</p>
Site Hours	Mon-Fri, 8:30am-4:30pm with 2 field days and 2 lab days (May 18-August 15)

Site Name	SUNY Potsdam, Office of Alumni Relations & Advancement
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Reunion Summer Intern (2)
Position Description	Tasks will involve preparing for alumni & friends as they return to campus for Reunion 2026, July 9-12. Assist with registration packets, materials, swag bags, room reservations, special displays for affinity groups and milestones returning to campus. Prepare and create signage and all social media content related to Reunion 2026. Proof content before reunion related publications are sent to print. Assist Alumni Board Trustees with the reunion silent auction process and set up. Create reunion themed buttons. Assist with registration and ensuring all reunion guests & presenters have a wonderful time
Site Hours	Mon-Fri, 9:00am-4:00pm (June 1-July 17)
Site Name	Crane Youth Music
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	CYM Administrative Intern (1)
Position Description	The main task will be to assist the Director of the camp, as well as assist the resident directors. The CYM intern will also serve as a counselor during the camp.
Site Hours	Mon-Fri, 9:00am-5:00pm leading up to camp (on call all hours during camp in July)
Site Name	SUNY Potsdam, Campus Life Office
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Welcome Weekend Event & Social Media Intern (1)
Position Description	The WW Event & Social Media Intern will provide logistical and organizational support for a variety of Welcome Weekend/Month events including Fireworks & Glow Games, Union Take Over, Welcome Weekend Carnival, Downtown Get Around, and other programs, TBA. Tasks will include preparing/organizing event materials, creating documents such as instructions, directional signage, etc., communication/outreach support, and helping to develop creative touches to finalize planning and enhance the student experience. The intern will also develop creative social media promotion for both new and returning students to promote Welcome Weekend and events happening early in the semester.
Site Hours	Mon-Fri, 8:30am-4:30pm (May 20-August 8)
Site Name	St. Lawrence Land Trust
Location	Canton, NY; transportation is necessary to complete daily site work
Positions Available	Summer Outreach and Monitoring Intern (1)
Position Description	The following is the range of specific objectives for 2026 - the objectives for the Summer Intern will be customized to the interest and focus of the applicant: <ul style="list-style-type: none"> • Monitoring and documenting updates of our existing easement properties under our Conservation & Land Management Committee • Updating our codified organizational structure and progress towards national accreditation under our Executive & Finance Committee

	<ul style="list-style-type: none"> Promoting the SLLT at local farmer's markets and on social media under our Public Outreach Committee <p>Ideal candidates will be interested in multiple of these objectives.</p>
Site Hours	Mon-Fri, 9:30am-4:00pm with some Saturdays for Farmers Markets (May 19-August 8)
Site Name	The Third Wheel Pottery Studio, LLC
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Ceramics Studio Intern (1)
Position Description	Internship tasks involve facilitating the day-to-day operations of our community ceramics studio. This would involve helping members of the public with their ceramic experience by getting clay and tools, making sure they are comfortable with the equipment, and helping them track their pieces before and after the firing process. Additional studio tasks include mixing glazes, loading/unloading kilns, pugging clay, and maintaining a clean/safe environment. Ceramic experience is not necessary for this internship...just an interest to be involved in a supportive arts environment.
Site Hours	Mon-Fri, 1:00pm-7:00pm, Weekends 11:00am-5:00pm (May 21-August 8)
Site Name	The Third Wheel Pottery Studio, LLC
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Business Management Intern (1)
Position Description	The primary internship task of this position would be to look at the "business side" of how the community ceramics studio operates with a goal of improving revenue. Some aspects of this include developing price lists, creating methods of inventory tracking, improving marketing, looking at profit/loss margins, and researching other studios' business models.
Site Hours	Mon-Fri, 1:00pm-7:00pm, Weekends 11:00am-5:00pm (May 21-August 8)
Site Name	The Orchestra of Northern New York
Location	Canton, NY; transportation is necessary to complete daily site work
Positions Available	Marketing and Sales Intern (1)
Position Description	<p>The primary tasks in which the Marketing and Sales Intern would be involved are:</p> <ul style="list-style-type: none"> Assist the Executive Director in procuring program advertising for the region's professional symphony orchestra Meet with local businesses to secure sponsorships for ONNY programs Promote ONNY summer programs, ex., "Music Amid the Pines" - an outreach program in the northwestern Adirondacks where small chamber ensembles perform 4-5 times each summer, and ONNY Pops Up! - an outreach program in non-traditional venues such as the Potsdam Summer Festival using traditional advertising and social media Write news releases, public service announcements, and TV spots Design and posting promotional messages on social media Work with graphic design to create posters for summer programs, then overseeing distribution of them Manage an advertising budget



	<ul style="list-style-type: none"> Report on progress to the Executive Director on a regular basis
Site Hours	Mon-Fri, 10:00am-4:00pm (June 1-August 7)
Site Name	Second Chance Scholars
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Grant Writing Intern (1)
Position Description	<p>Second Chance Scholars (SCS) provides housing, mentorship, and reentry support to formerly incarcerated individuals pursuing higher education. Our mission is to remove barriers to success and foster equitable access to academic and career opportunities.</p> <p>Position Overview</p> <p>The Grant Writing Intern will support SCS in expanding its fundraising capacity by researching, preparing, and organizing materials for philanthropic and government grant applications. This position is ideal for students interested in nonprofit management, social justice, policy, public administration, or writing-intensive professions. The intern will work closely with SCS board members to:</p> <ul style="list-style-type: none"> Research prospective funding opportunities, including foundations, government programs, and corporate giving initiatives aligned with SCS’s mission Compile application requirements and deadlines, and maintain a grants calendar Develop and maintain a grant document folder in the shared drive, including standard attachments such as organizational background, program descriptions, budgets, and letters of support Draft grant language, including needs statements, program narratives, and organizational descriptions, with feedback from supervisors Assist with donor prospecting and background research on funding agencies. Track submitted applications and record responses/outcomes for reporting and evaluation <p>Qualifications</p> <ul style="list-style-type: none"> Strong writing, editing, and research skills Ability to work independently and collaboratively Excellent organizational skills and attention to detail Interest in social justice, reentry services, or higher education access preferred Experience with shared drives or cloud-based file management a plus
Site Hours	8 hours per week for 3 credits, 16 hours per week for 6 credits (June 1-August 9)
Site Name	Second Chance Scholars
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Social Media and Technology Intern (1)
Position Description	<p>The Social Media & Technology Intern will play a key role in increasing SCS’s digital presence and improving communications with stakeholders, donors, and current students. The intern will research, plan, and implement communication strategies that raise awareness of SCS’s mission and impact, while helping to build organizational infrastructure through digital tools and data management. This internship offers supervised training, mentorship, and meaningful hands-on experience in nonprofit</p>

	<p>communications, digital strategy, and professional development coaching. Key responsibilities include:</p> <ul style="list-style-type: none"> • Develop a comprehensive social media strategy for SCS platforms, including goals, messaging themes, and recommended scheduling • Draft, format, and distribute a digital newsletter highlighting student achievements, program updates, and organizational milestones • Compile and maintain contact lists of donors, supporters, and faculty affiliated with the Prison Education Program (PEP) and Second Chance Scholars • Design an organized contact database or spreadsheet stored in the organization’s shared drive • Support current Second Chance Scholars students in creating or strengthening professional LinkedIn profiles, including resume uploads and networking guidance • Recommend technology tools that can help SCS improve communication, outreach, or donor engagement • Attend weekly virtual or in-person check-in meetings with supervisors • Participate in collaborative work with other summer interns, when appropriate <p>Qualifications</p> <ul style="list-style-type: none"> • Strong written communication and organizational skills • Experience using social media and digital platforms • Interest in social justice, education equity, reentry support, or nonprofit management • Ability to work independently and meet project deadlines • Familiarity with LinkedIn and basic database or spreadsheet tools (training available) <p>Learning Opportunities & Benefits</p> <ul style="list-style-type: none"> • Mentorship from experienced nonprofit leaders • Skill-building in digital communication, design planning, and professional networking strategies • Experience working with returning citizens pursuing college degrees • Opportunity to contribute meaningfully to an organization advancing educational equity in the North Country
Site Hours	8 hours per week for 3 credits, 16 hours per week for 6 credits (June 1-August 9)
Site Name	SUNY Potsdam, Sustainability Program
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Sustainability Intern (1)
Position Description	<p>The summer Sustainability Intern will work with Dr. Jess Pearson, Shawn Cook-Ramos in the Center for Diversity, and April Fullerton at the Prometheus Food Pantry. The intern will help coordinate the distribution of all materials from the Spring 2026 Freecycle. This will involve sorting materials to determine their best outcome (such as clothes, bedding, kitchen supplies, food, school/dorm materials) and ensuring they are delivered. In addition, the intern will help in both the Clothes Closet and the Food Pantry, ensuring organization and careful distribution of materials happens. This will involve sorting food and clothing to ensure all are used to their fullest potential. When student groups come to campus during the summer, the intern will help interact with them to distribute anything they want from</p>

	the FreeCycle materials. We hope the intern will be able to help us establish processes and policies to enable this to run smoothly in future years by building sustainability into the labor process as well as continuing the sustainability across campus of diverting materials from the landfill.
Site Hours	Mon-Fri, 9:00am-4:00pm (May 18-July 31)
Site Name	Indian Creek Nature Center
Location	Rensselaer Falls, NY; transportation is not necessary to complete daily site work
Positions Available	Biodiversity Intern (2)
Position Description	Indian Creek Nature Center is looking for interns to help identify and catalog species of plants and animals on the Indian Creek Nature Center property. A large part of this internship is outdoors, and as such, the schedule is weather dependent. Interns will undergo training on identification, so no prior experience is needed. Species will be documented on site but, for some focus species, collecting individuals may be necessary for accurate identification.
Site Hours	Mon-Fri, approx. 10:30am-2:30pm (May 25-August 8)
Site Name	SUNY Potsdam, Art Gallery
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	Gallery Assistant (2)
Position Description	Assist with installation of the St. Lawrence County Juried High School Art Exhibition and a photography exhibition to open during Reunion weekend (July 2026) Work at front desk of Gibson Gallery during open hours Help to prepare flyers and other publicity materials for exhibition
Site Hours	Mon-Fri, 9:00am-4:00pm (May 20-July 20)
Site Name	SUNY Potsdam, First Year Experience Programs
Location	Potsdam, NY; transportation is not necessary to complete daily site work
Positions Available	First Year Experiences Program Intern (1)
Position Description	<p>The First Year Experience Programs Intern will engage in a learning-intensive applied experience supporting the development of a First-Year Experience (FYE) course, Orientation programming, the First-Year Mentorship Program, and Family & Friends Weekend initiatives. This internship is designed to provide students with hands-on experience in program design, research, student development, and higher education administration.</p> <p>The intern will actively contribute to projects aligned with FYEP initiatives, including: First Year Experience (FYE) Course Development</p> <ul style="list-style-type: none"> • Research national best practices in first-year programming and student success • Assist the supervisor and related committees with development of course topics, activities, and learning outcomes • Support creation of instructional materials and student resources • Contribute to assessment and evaluation planning <p>First Year Mentoring Program Support</p>

	<ul style="list-style-type: none"> • Assist with design of mentor/mentee training and educational materials • Contribute to communication and outreach initiatives • Assist with assessment efforts, including creation of feedback instruments • Research initiatives that promote meaningful peer connection and belonging • Assist with documentation of program practices and continuous improvement efforts <p>Orientation and Student Transitions</p> <ul style="list-style-type: none"> • Assist with program planning and logistical coordination • Assist with the development of a robust training schedule for Orientation Leaders • Support development of education and social initiatives • Contribute to communication materials and student-facing content <p>Family and Friends Weekend</p> <ul style="list-style-type: none"> • Assist with event planning and program development • Research engagement strategies for families and supporters • Support marketing, communications, and coordination efforts <p>Administrative and Project Support</p> <ul style="list-style-type: none"> • Assist with documentation, scheduling, and organizational processes as needed • Support data collection and analysis • Participate in planning meetings and collaborative discussions as needed
Site Hours	Mon-Fri, between 9 am - 4 pm (May-August)