

CHOICES

Winter, Spring & Fall 2020

Internship Opportunities Announced

Your Choice Foundation is seeking motivated young men and women who are interested in a fast-paced internship experience. We are looking for honest, hardworking individuals that could help in a variety of areas such as: data entry, website upkeep, e-mail blasts, responding to e-mails and letters, social media postings, and app maintenance. We offer flexibility in working around the student's individual school schedule.

Your Choice Foundation is a local non-profit 501c3 organization that offers services, programs, and workshops for schools, churches, and community organizations. The goal of Your Choice Foundation is, enable individuals to make their next choice their best choice. The foundation delivers a powerful message of prevention, hope and faith to youth and those seeking help or those who have loved ones struggling with addictions of all types and other harmful habits.

Specific applications the student will gain valuable experience with include:

- **Microsoft Word:** Most correspondence within the foundation will be in Microsoft Word...
- **Microsoft Excel:** Organization is a very important aspect of our foundation. Interns will be exposed to the Excel program and taught how to manage large amounts of data with this program.
- **Zoho:** Similar to G-Mail, Zoho is the program we use to communicate via e-mail. It is an ad-free business e-mail hosting service that will benefit the student by increasing their business knowledge as well as learning how to effectively write a business-like e-mail.
- **Microsoft Access:** Microsoft Access is an information management tool that helps store information for reference, reporting, and analysis. Microsoft Access helps you analyze large amounts of information, and manage related data more efficiently than Microsoft Excel or other spreadsheet applications
- **Pipedrive:** Pipedrive is a web -based CRM (customer relationship management). Students will have the opportunity to help manage the intricacies of sales management organization through this program.

*If you or your school would be interested in such an opportunity for your students, please contact Tammi Bortner at (717) 495-9704 for more information.
Or email tammi.bortner@yourchoicefoundation.org*





January 8, 2020

RE: Hands-On Learning Internship/Work-Study Program

Dear Guidance/Career Development- Internship Dept.

The Your Choice Foundation is seeking motivated young men and women who are interested in learning and practicing true business skills in a truly hands on local internship experience. We can guarantee you that your student will not be stuffing envelopes as part of their experience!

Our internship program is modeled after the JLB Architectural Engineering program, offering an initial 80 hour commitment of time. This can be done during or after school hours. Upon completion of the internship a financial gift is awarded to the student. In the past this gift has been \$500. Depending upon the students' interests and abilities, and at the discretion of the Your Choice Foundation, the internships may be repeated, and or continued over the school year or summer months.

We are interested in students with experience or interests in website management, marketing and promotional materials, documentation and program development and general aspects of business management.

Your Choice Foundation is a local 501(c)(3) non-profit located in the West York area with free parking available. Our goal is to enable youth to make good choices in life, particularly when it comes to substance abuse and career goals. The Foundation hopes to stop substance abuse BEFORE it starts by reaching into the lives of young people with an educational and powerful message of prevention, and providing a forum for students to experience a positive work environment and to parlay that experience into success with their next steps, whether they choose to further their education or enter the job market. The experience gained in our small office will be broad-based and will give your students an edge over others in future endeavors. It will also reflect positively on community and social enterprise, which is an emerging strategy for achieving change.

Please share the enclosed flyer with your students. Opportunities are now available. Please call or email if you have a student who would excel with any of these opportunities as a project or an internship. We would look forward to working with them!

For more information:

CALL: Tammi Bortner at 717 495-9704 or Budhi Blair at 717 846-9600

EMAIL: tammi.bortner@yourchoicefoundation.org or info@yourchoicefoundation.org

Sincerely,

Tammi Bortner

Executive Director, Your Choice Foundation