

**Academy of Business & Finance**

*~ Internship Posting Form ~*

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| **Company Name:**  | **Cradle Beach Camp** |
| **Company Address:**  | **8038 Old Lakeshore Rd****Angola, NY 14006** |
| **Contact Name:** (Supervisor’s name who is reviewing applicant paperwork) | **Nancy Grimes, Admin. Dir of Programs and Ops** |
| **Contact Person** **Phone Number:** | **716-549-6307 ext. 205** |
| **Contact e-mail address** | **ngrimes@cradlebeach.org** |
| **Start Date:**  | **Summer 2019** |
| **Job Description**:*Specific Details of Responsibilities* *May attach a specific job description* | **Assist in office tasks. Filing, Mailings, Data Input, Phone Skills, Database work, Organizing, Assisting with preparing for events. Assisting with Summer Camp programming and Admissions.** |
| **Recommended Skills:** | **PC Skills – Mircosoft Word, Excel****Strong Organizational Skills helpful !** |
| **Posting Deadline Date**: | **May 15, 2019** |
| **Pay Rate:** | **Scholarship** |
| **No. of Positions Available:** | **3** |
| **Additional Comments/Notes or Other Requirements** |  |