1. Administrative Assistant for our Fiscal department, someone with excellent customer service skills, knowledgeable with filing, computer literate (Excel) and be able to multitask.

2. Marketing Intern is needed for our Chemical Dependent department, this person has to have knowledge in Marketing/Advertising."

The programs are long terms. The administrative assistant position can lead to a permanent position if we feel the intern employee meets the qualificationis interested in the position. The marketing program is long term that requires a lot of outreach/networking experience/promoting the program. Unfortunately, there are no stipend and the position are unpaid. However, we consider our interns for positions first for available position.

ICN Group, NYC

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