

**Type of Opportunity    Internship**

City    Washington DC

Details U.S. National Arboretum National Herb Garden Horticulture Internship 10 months, full time, beginning in April or May Description Interns are assigned to a particular area within the arboretum, this internship takes place in the National Herb Garden. All interns participate in regularly scheduled educational programs and field trips, work on a group project that benefits the arboretum, and are supervised by the arboretum's professional staff. Compensation for the 2011 internship is approximately \$11.91/hr. The work week for this internship is Tuesday-Saturday from April-October and Monday-Friday for the remaining months. Intern will work from 7:00 a.m. to 3:30 p.m. College credit may be arranged by the student. Duties & Working Conditions Interns will be responsible for the standard duties of working in a public garden. Examples include assisting in all aspects of garden maintenance and development, including greenhouse work, potted plant maintenance, propagation, planting, watering, weeding, mowing, and pest management. Interns will also assist with the accurate labeling of plants and answering visitors' questions. Outdoor internships may involve heavy lifting and exposure to extreme heat and humidity. To apply: Applicants must apply for this internship through [www.usajobs.gov](http://www.usajobs.gov). For the complete internship description and application information visit: <http://jobview.usajobs.gov/GetJob.aspx?OPMControl=2197710&caller=ftva.asp> The deadline to apply for this position is Wednesday, March 16th, 2011. If you need more information, have any questions or concerns, please contact us at: USNA Internship Coordinator US National Arboretum 3501 New York Avenue, NE Washington, DC 20002 (202) 245-4563 [USNA.Internships@ars.usda.gov](mailto:USNA.Internships@ars.usda.gov)

First Name    Tanya Zastrow

Telephone    202-245-4563

Posted 3/15/2011

**Type of Opportunity**

City    Baltimore MD

Details Seeking a part-time office assistant to support a busy practice (specifically a Naturopath and an Acupuncturist) in Baltimore City (Hampden area). Basic background knowledge in complementary & alternative medicine and nutritional supplements/herbs/homeopathic remedies preferred. Looking for someone who is an independent worker, creative, organized, computer savvy, reliable, and personable. To be hired as an independent contractor. Hours: Flexible – ranging from 10-15 hours per week (day-time hours) Please email with a resume or questions: [info@seedswellness.com](mailto:info@seedswellness.com)

Name    Sarah O'Leary

Telephone 410-241-6231

Posted 1/21/2011

### **PART- TIME OFFICE ASSISTANT POSITION**

For Baltimore Wellness Center

Seeking a part-time office assistant to support a busy practice (specifically a Naturopath and an Acupuncturist) in Baltimore City (Hampden area). Basic background knowledge in complementary & alternative medicine and nutritional supplements/herbs/homeopathic remedies preferred. Looking for someone who is an independent worker, creative, organized, computer savvy, reliable, and personable. To be hired as an independent contractor.

Hours: Flexible – ranging from 10-15 hours per week (day-time hours)

Location: Seeds Center for Whole Health 3600 Roland Ave, Baltimore, MD 21211 (Hampden)

Compensation: \$10 per hour

Job Tasks include (but may not be limited to):

- Bookkeeping
- Placing Supplement orders & assisting with dispensary management
- Preparing homeopathic remedies
- Local errands
- Returning calls & help with scheduling
- Office Tasks: filing, copying, faxing, assembling new charts, etc.
- Prepping treatment room
- Assistance with workshops & mailings
- Assistance with website postings & promotional E-mails

Please send resume to: saraheoleary@gmail.com by Friday January 28th. For questions please email.

Employers: Dr. Emily Telfair, ND & Sarah O'Leary, L.Ac.

Posted 1/14/2011

### **Part time Job at Skechers**

Contact Linda Leonardo lindal@skechers.com

I'm a District Manager with Skechers and wanted to reach out to you to see if your department posts ads for job opportunities with local businesses. I currently have sales and managerial positions available at Arundel Mills Mall and Annapolis Mall. The schedule is flexible. Thank you so very much, Linda Leonardo

Posted 12/15/2010

### **Senior Project Hours available at Wellness Clinic in Annapolis**

Interns are needed at Meadow Hill Wellness in Annapolis, Maryland for the fall 2010 semester. This is a great way to complete your senior project hours while learning valuable tools to be applied towards your future acupuncture or health care practice.

Our center offers a range of wellness services including acupuncture, Chinese herbs, therapeutic massage, holistic and nutritional counseling and more!

We have Tai Sophia alumni of both the acupuncture and applied healing arts program, as well as practitioners from TCM acupuncture colleges – learn more about the difference in treatment techniques, insurance billing and more.

Duties will include but are not limited to confirming appointments, pulling and preparing files for next day patients, greeting clients and patients, preparing rooms for treatments, answering phones and booking appointments, organizing files and some cleaning. We encourage interns to contribute to our business with any special gifts or talents they may have by providing a forum for input on an equal level with the rest of our employees. Interns will have the opportunity to shadow and be mentored by holistic practitioners.

This is an unpaid internship with flexible hours to fit your school schedule.

Contact Adele or Mary Beth

Meadow Hill Wellness Internship

410-263-0411

Posted 9/20/2010

### **PART-TIME front desk help needed**

HeartLight Healing Arts is looking for part-time front desk support staff. HeartLight is a holistic integrative medicine health care center located in Columbia, Maryland. We have practitioners from a wide variety of disciplines, including pediatrics, developmental pediatrics, family medicine, acupuncture, chiropractic, energy medicine, speech pathology, occupational therapy, developmental optometry, and psychotherapy. Duties include answering phones, greeting patients, checking patients in and out, scheduling patients, and preparing and filing charts. There are also opportunities to learn about the functioning of a holistic practice and interact with a variety of practitioners.

If interested, please contact Dr. Pamela Compart at 1-877-641-8472, extension 102.

posted 6/1/2010

### **Part-Time Administrative Assistant Wanted**

Front desk administrative opportunity in Columbia, Maryland. Great location. Easy Access to route 29, 32, 100 & interstate 95, off of Snowden River Parkway.

Awaken Wellness, the first of its kind wellness center in Columbia, is looking for a front desk administrator with excellent communication skills to join our professional team of wellness practitioners.

The successful candidate will have a strong knowledge and understanding of massage, acupuncture and yoga so that our clients receive informative answers to their questions regarding our services. Experience with Mind Body Online appointment software is desired but not a requirement.

Awaken Wellness will offer a supportive atmosphere with the opportunity for personal growth and community. Candidates must be available to work nights and weekends.

The ideal candidate should have a passion for working with people, a positive attitude of abundance, exceptional customer service and dedication to fulfilling our mission. Awaken Wellness values reliability, self-growth, dependability and a dedication to your own personal health and wellness.

Please send application and résumé with references to Brian Bieda at

Location:

7130 Minstrel Way, Suite 160

Columbia, MD 21045

[www.AwakenWellnessColumbia.com](http://www.AwakenWellnessColumbia.com) or 443-562-1820

Posted 3/10/2010

### **Naturopathic Administrative Assistant – WANTED**

Successful, busy naturopathic physician and acupuncturist in an integrated medical facility is seeking a Clinical Administrative Assistant. Applicant must have a college degree, some science background, and minimal knowledge of and/or interest in natural medicine. Applicant should be extremely organized, able to multi-task, be patient, a fast learner with computer skills, good at math, know how to communicate easily and effectively with patients and companies via the telephone, email, or in person. Knowledge of Word/Excel/Quickbooks is a plus, email fluency is essential. Business skills are appreciated.

Administrative duties include, but are not limited to: filing, chart organizing, copying, creating/copying handouts, researching, setting-up/cleaning the acupuncture room, inventory, ordering supplements/supplies weekly, some accounting. Clinical duties include, but are not limited to: assisting during patient visits, making tinctures/flower essences as directed, responding to patients' supplement requests. The position requires a person who is extremely personable and easy-going, but able to help keep organization in a small, busy office space! This is a wonderful and exciting opportunity to gain experience in a field of medicine that is up and coming in an environment that is both inspirational and healing.

Position available mid-May with training beginning early May. Applicant must be available Tuesday thru Thursday from 9-5 with the possibility of availability on Fridays. Hours are flexible. Hourly salary starting at \$10/hr after training period. Metro Accessible. Please send resume and cover letter with a minimum of 2 references to naturopathichiring @ gmail.com

Location: Foggy Bottom, DC

Compensation: Hourly salary, no benefits

Principals only. Recruiters, please don't contact this job poster.

Please, no phone calls about this job!

Please do not contact job poster about other services, products or commercial interests.

Carine L. Bonnist

Cell: 203-952-8666 or clilib @ gmail.com

Posted 9/2/2010

### **Employment opportunity**

City Kensington

State MD

Details A small chain of compounding pharmacies is seeking a professional with practitioner-level knowledge and retail experience to manage our extensive supplement department! This is a full-time position that includes purchasing, determining product mix, supervising wellness department staff, giving stellar customer service, stocking shelves, giving talks and writing articles to promote the business, and meeting with local physicians and other practitioners. Strong organizational and leadership skills, along with a willingness to help out wherever needed, are important requirements for this position. This is a full-time salaried management position, although there is an opportunity to see clients for one or two afternoons at one of our stores that has a consulting room. Please do not call the number below; instead, email your resume and a cover letter to [valerien@knowleswellness.com](mailto:valerien@knowleswellness.com).

First Name Valerie

Last Name Nix

Telephone 301-942-7979

Type (office)

posted 6/1/2010

**Looking for counselors, nutritionists, massage therapy, physical therapy, health coaches & acupuncturists**

We are in a great location in Towson, minutes off the beltway and walking distance to many shops such as: Towson Town Center Mall, Trader Joes, Barnes and Noble, close to banks, post office etc!

Features:

Plenty of free parking for you and your clients

Decorated waiting Room, Kitchen area, Group Room, Great location

People say that they feel very calm when they walk into the space...

200 East Joppa Road Suite 402 Towson MD 21286

Location is conveniently located near downtown Towson, is close to many shops, restaurants, Towsontown Center mall, the post office etc. Additionally, it is located minutes off of I-695 and has plenty of free parking for your clients.

Shannon Considine

Licensed Acupuncturist

(410) 494-1152

[www.AcupunctureByShannon.com](http://www.AcupunctureByShannon.com)

posted 6/9/2010