



***Innovative Solutions.  
Traditional Values.***

## POSITION DESCRIPTION

**Position Title:** 2026 Summer Intern

**Department:** All Divisions

**Reports To:** HR Coordinator

**FLSA Status:** Non-Exempt

**Effective:** 12/1/2025

### POSITION SUMMARY

#### **Kickstart your career with McConkey Insurance & Benefits!**

For 135 years, McConkey has been a leader in the insurance industry, and we're proud to be one of the Mid-Atlantic's largest and most respected independently held insurance firms. Our 2026 Summer Internship Program is designed to provide you with practical, hands-on experience in Insurance, aligning educational opportunities with your personal career goals.

**Why Choose McConkey?** McConkey isn't just a company; it's a community. We've consistently been recognized as a Best Place to Work in PA and nationally in the insurance industry. Our interns are not only welcomed but fully integrated into our award-winning culture, making lasting connections and gaining insights that will serve them throughout their careers—whether they choose insurance or another field.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Comprehensive Industry Exposure:** Get a deep dive into all divisions of McConkey Insurance & Benefits, gaining broad exposure to the dynamic insurance industry.
- **Real-World Application:** Apply your academic knowledge to real-world challenges, working alongside seasoned professionals and mentors who are committed to your growth.
- **Client Interaction:** Participate in client-facing meetings with business leaders across the Mid-Atlantic region, helping you build a strong professional network from the get-go.
- **Mentorship & Development:** Benefit from personalized mentorship that will lay a solid foundation for your career—whether you stay in insurance or branch out into other industries.

### KEY COMPETENCIES

- **Motivated Self-Starters:** You thrive in a fast-paced environment and are eager to contribute to a team.
- **Tech-Savvy:** Proficiency in Microsoft Office is a must, and a knack for picking up new tools is a plus.
- **All Grade Levels Welcome:** Ideally pursuing a degree in a business-related field, with a strong interest in the insurance industry.

#### **McConkey Insurance & Benefits**

2555 Kingston Road, Suite 100 ■ York, PA 17402

PH: 717-755-9266 ■ F: 717-755-9237 ■ [www.ekmccconkey.com](http://www.ekmccconkey.com)



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- **Lifelong Learners:** You're passionate about personal and professional growth and excited to dive into the world of insurance.

#### **PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT**

- Extended periods of time in a sedentary position with ability to move about office to access office equipment and attend meetings
- Prolonged periods of working on a computer using keyboard
- Work environment includes interacting with others, participating in meetings, corresponding through email and phone calls
- Must be able to communicate effectively in English both verbally and in writing to internal and external clients
- Standard office hours are Monday through Friday, 8:00am to 5:00pm

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