



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education

(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

This document is a catalog of potential internship opportunities being funded through the Career Accelerator Internship Grant Program. Please **directly contact** the listed employer for more information and to apply for the internship. *Please continue to check back as new opportunities will be added.*

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Biopharmaceutical & Life Sciences

The Charismatic Chemist

544 Lincoln Blvd. Middlesex, NJ 08846

Social Media & Digital Marketing Intern- Part-time, Hybrid, 1 open position(s)

Overview of position:

We are looking for someone creative, someone who can curate something out of bulk content and can stay organized based on social media content calendar. This is a great opportunity to learn the science behind beauty products and grow with a trailblazing team.

Responsibilities/Duties/Projects:

Social Media & Digital Marketing Intern Responsibilities and Duties:

- Support the marketing team with planning, implementing, and monitoring marketing campaigns
- Help brainstorm and create vertical video for TikTok and Instagram Reels
- Help organize and coordinate marketing events such as conferences, webinars, and trade shows
- Evaluate data and create reports on key metrics in order to monitor campaign efficiency and analyze trends
- Write and edit content for different platforms such as social media, website, and press releases
- Develop optimization techniques for Facebook, Instagram, Twitter, Youtube, and LinkedIn
- Write for major social media platforms and other online media including website pages, and search advertisements
- Integrate social media with the company brand image
- Create newsletters, email campaigns, blogs, and daily updates
- Efficiently manage time and multiple projects
- Supporting social media content calendars by writing, reviewing and editing posts.
- Responding to online reviews and brand mentions.
- Utilizing digital tools to report on social media listening topics.
- Researching and communicating out social media trends and channel changes.
- Assisting with asset and project management.

Qualifications/Desired Majors:

Qualifications:

- Previous internship or 1-2 years Social media marketing experience
- Knowledge of and experience using social media platforms including Google, Facebook, Youtube, Twitter, Instagram, and LinkedIn

- Familiarity with graphic design and photo editing software, such as Canva or Adobe Photoshop
- Knowledge of SEO principles and techniques
- Has to be based in UNITED STATES or in EST CST or PST times
- Ability to work independently but also a team player
- Curiosity for tech, pop culture, beauty and skincare with a desire to learn more and passion for creating interesting posts
- Social Media management experience, ideally for a company or brand
- Interest in social media with ability to devise and execute content ideas on a short turnaround
- Excellent verbal and written communication skills with ability to communicate clearly and professionally via telephone and email
- An independent, self-motivated worker who knows when to ask questions
- Able to juggle daily social tasks with larger, long-term growth projects with minimal supervision

Desired Major(s)

Business, Entrepreneurship & Human Resources; Life Science ; Manufacturing, Production, and Skilled Trades ;

Application Materials:

Send Cover Letter and Resume to Hello@TheCharismaticChemist.com

Construction and Energy

The Baumgardner Group (t/a Baumgardner Finishings Company LLC)

207 W. Parkway Drive

Egg Harbor Township, NJ 08234

Procedure Writer Intern, In-person, 2 open position(s)

Overview of position:

The Procedure Writer Intern will be responsible for assisting the Human Resources department in creating/updating written procedures for various repeat-tasks for each of The Baumgardner Group companies: The Baumgardner Group, Guthrie Glass & Metal, Baumgardner Finishings Company, and Palermo-BFC. Depending upon the applicants' strengths/major these tasks can be administrative, estimating/project management, or fabrication tasks.

Responsibilities/Duties/Projects:

RESPONSIBILITIES

- Gather existing procedures into one central location
- Work with Human Resources to test existing written procedures and update as necessary
- Prioritize tasks that need procedures documented
- Shadow employees to document task, then create written procedure for task
- Work with Human Resources to test new written procedures and update as necessary
- Work with Human Resources to create written onboarding and training program
- Update Procedures/Training/Professional Development shared platform (via: Sharepoint)

SKILLS

- Strong oral and written communication skills (attention to grammar)
- Proficient in MS Office (Outlook, Sharepoint, Excel, & PowerPoint specifically)
- Ability to focus on a presentation and take detailed notes

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Send resume to jnava@bfinishings.com

Financial Services

HFA

1985 Cedar Bridge Ave, Suite 3 Lakewood NJ 08701

Audit & Advisory Internship, In-person, 4 open position(s)

Overview of position:

HFA is seeking interns for their Audit Department to join their team of professionals. Candidate must be a hardworking and self-motivated team player.

Responsibilities/Duties/Projects:

In this role you will:

- Complete testing of Internal Controls, Single Audit and other various funds.
- Confirm cash, legal, insurance, revenue, etc. accounts.
- Interact with firm clientele.
- Perform other duties as needed.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources; Math & Physical Sciences ;

Application Materials:

Apply online at <https://www.hfacpas.com/apply-online>

IT Support Internship, In-person, 1 open position(s)

Overview of position:

This position will provide direct technical assistance and support to HFA's staff for network, hardware, and software issues. This will be a part-time role.

Responsibilities/Duties/Projects:

- Be responsible for supporting users with technology support needs such as troubleshooting basic networking issues, software related issues, and assisting with repairs by monitoring tickets with our outsourced I.T.
- Install and upgrade computer components and troubleshoot software errors by running diagnostics and documenting problems and resolutions.
- Assist and help maintain technology inventory and develop various technology inventory hardware.
- Helping with I.T. related projects.
- Perform other duties/projects as assigned

Qualifications/Desired Majors:

Computer Science, Information Systems & Technology;

Application Materials:

Apply via <https://www.hfacpas.com/apply-online>

Magic Fountain Union Creamery

1081 Stuyvesant Ave Union NJ 07083

Management intern, In-person, Two open position(s)

Overview of position:

Shadowing Owner to test out possible life as entrepreneur glimpse into the job's perks and challenges.

Responsibilities/Duties/Projects:

- Gain a deeper understanding of owning your own business.
- Opportunity to learn new skills and ways to work.
- Professional development.

- Networking between suppliers and building professional connections.
- Build rapport between staff.
- Learn practical skills.
- Gain work experience and build up your CV.
- Safe place to ask questions.
- Practice flexibility.
- Make/Batch Ice Cream.
- Do payroll with the owner.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources;

Application Materials:

Send resume and cover letter to magicfountainunioncreamery@gmail.com

TG Wells LLC dba State Farm Insurance

125 S Warren Street, Trenton, NJ 08608

Marketing Internship, In-person, 2 open position(s)

Overview of position:

As an employee of a State Farm independent contractor agent the intern will assist in the retention of current customers, as well as market State Farm products and services to all customers while providing quality service.

Focus is to implement the company marketing plan at direction of the agent, providing prompt, accurate, friendly, cost-effective service, and utilize it as a basis for establishing a marketing opportunity.

Responsibilities/Duties/Projects:

- Handle incoming calls, and in-take of walk-ins to direct accordingly.
- Work Beginning of Day Report to include customer billing and payment follow-ups, call for outstanding payment and/or documents. Interaction allows for needs-based conversation and use of the Customer Relationship Management System.
- Update customer contact information, discover any changes in the household, and document life events that warrant further review.
- Schedule follow up appointments as directed by agent.
- Mail follow up marketing material as instructed by agent.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources; General Studies; Communications; Education;

Application Materials:

Apply via <https://app.careerplug.com/manage/jobs/1986368>

Health Care

MyGOAL Inc

51 Waverly Place, Monmouth Junction, NJ

Marketing/Communication Intern, Hybrid, 1 open position(s)

Overview of position:

The Marketing and Communications Intern will assist the Executive Director and Program Coordinator with building connections to the MyGOAL network to generate autism community participation and donor interest in MyGOAL. This will include outreach to the broad Middlesex, Mercer, Union, Essex Counties & community and specific groups like schools, physician offices, parent organizations, and autism related groups.

Responsibilities/Duties/Projects:

- Database Entry:
 - Develop marketing plan
 - Draft written copy for marketing materials
- Membership Development:
 - Assist with the development and implementation of direct marketing solicitations and mailings
- Communications:
 - Contribute to Social Media platforms (including but not limited to Twitter, Facebook, Instagram, Pinterest, etc.) to generate online connections for MyGOAL
 - Assist with enhancement of MyGOAL website, by way of sourcing image graphics, writing copy for pages, and updating pre-existing pages.
 - Assist with production of press releases and other publications
- Marketing:
 - Publicize support groups and other educational activities
 - Coordinate Autism related outreach and represent MyGOAL at public events
 - Assist with community discovery, survey & development process; including identifying potential MyGOAL sponsor corporations and contacts.

Qualifications/Desired Majors:

Arts & Design;Communications;Computer Science, Information Systems & Technology;

Application Materials:

Send resume and cover letter to Info@mygoalinc.org

Public Health Educator, Hybrid, 1 open position(s)

Overview of position:

The Public Health Educator will assist the Executive Director & Program Coordinator with building connections to the MyGOAL network to generate autism community participation and help develop new programs to provide families with hands on experience and knowledge.

Responsibilities/Duties/Projects:

- Outreach to the broad Middlesex County community and specific groups like schools, physician offices, parent organizations, and autism-related groups.
- Provide Educational Materials and Resources to Individuals and Families Affected by Autism and Other Intellectual Disabilities.
- Provide administrative support and report to the Program Coordinator

Qualifications/Desired Majors:

Education;Social Sciences ;

Application Materials:

Send resume and cover letter to Info@mygoalinc.org

Right at Home of Central New Jersey

1405 Route 18 South - Suite 203, Old Bridge, NJ 08857

Office Assistant, In-person, 1 open position(s)

Overview of position:

General office duties

Responsibilities/Duties/Projects:

- Answering phones
- Making photocopies

- Calling clients
- Working with caregivers to set up schedules
- Helping organizing and set up community events

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Send resume and cover letter to beth@rahcentral.com

Special Strides, Inc.

118 Federal Road, Monroe, NJ 08831

Fundraising Assistant, Hybrid, 1 open position(s)

Overview of position:

Assist Development Director and Events Team with organization, implementation, marketing, soliciting two events (Summer Concert, 25th Gala Barn Benefit) for Special Strides. Special Strides is a non profit servicing individuals with disabilities through the lifespan and include three delivery models of therapy (physical therapy, occupational therapy, speech therapy) recreation (adaptive riding) and education (equine facilitated learning and mental health).

Responsibilities/Duties/Projects:

- Conduct mailings
- create with team marketing materials
- utilized social media channels for messaging of events
- Assist in organizing events
- Hands on operation of Summer Concert/ registration
- Brainstorm thematic delivery ideas for fundraisers
- Attend meetings
- Communicate with donors
- Participate in weekly supervisory meetings

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources;Communications;Health Professions;Social Sciences ;

Application Materials:

Send resume and cover letter Att: Laurie Landy to llandy@specialstrides.com

Film Maker and Creator for Educational Content and Storytelling, Hybrid, 1 open position(s)

Overview of position:

Special Strides is seeking a dynamic film/ marketing individual to capture content that will help educate the constituents of Special Strides. The material would be focused on volunteerism, therapeutic interventions, stories from the clients and their families. This would all have the thematic overtone of our values such as possibility, positivity, trust, teamwork, learning, empathy, and inclusivity.

Responsibilities/Duties/Projects:

- Brainstorm with team members as per content and design of desired film
- Film designated content as per supervisor
- Edit film projects
- Create storytelling of the mission and vision of Special Strides
- Organize material in google drive
- Meet for supervision with Executive Director and or Development Director
- Must be comfortable in the elements of a farm, wooded trails, individuals with disabilities

Qualifications/Desired Majors:

Arts & Design;Business, Entrepreneurship & Human Resources;Communications;Computer Science, Information Systems & Technology;Education;Social Sciences ;Technologies & Technicians;Open to all Majors ;

Application Materials:

Send resume and cover letter to information@specialstrides.com

Leisure and Hospitality

Alice Paul Institute

128 Hooton Rd. Mount Laurel, NJ 08054

Marketing & Communications Internship, Hybrid, 1 open position(s)

Overview of position:

The Marketing & Communications Intern is responsible for assisting with the public perception and branding of the Alice Paul Institute. They support the marketing & communications team and

report directly to the Director. The focus is to increase the organization's mission of gender justice for all.

Responsibilities/Duties/Projects:

- Stakeholder Research
- Public Relations support (ie; draft releases, etc.)
- Community Engagement support
- Social media content development
- Event planning support

Qualifications/Desired Majors:

Communications;Civics & Government;Social Sciences ;

Application Materials:

Please email Sherry Hicks at shicks@alicepaul.org with a resume and cover letter.

Program Internship, In-person, 2 open position(s)

Overview of position:

API is dedicated to educating the public about Alice Paul and other figures in the women's suffrage movement, the importance of civic engagement and access to voting, and the ways in which leaders in the movement for equality have had a positive impact on society. Examining Alice Paul as a leader in history. Working with the Program Department, interns will learn about Alice Paul, the women's suffrage movement, Paulsdale and its adaptive uses as an historic site, and leadership development for children and teens.

Responsibilities/Duties/Projects:

- Support programming through curriculum development and evaluation.
- Plan and conduct focus groups with area girls and teachers.
- Prepare a summary report of current research on girls and leadership and suggest ways of implementing the findings into API's leadership programs.
- Serve as a Museum Assistant, welcoming visitors to Paulsdale and helping them to learn more about Alice Paul and the movement for gender equality.
- Conduct historical research.
- Scan photos and articles from the Barbara Haney Irvine Library.
- Use the archives as source material for blog articles and social media online posts.

Qualifications/Desired Majors:

Civics & Government;Education;Humanities & Languages ;Open to all Majors ;Social Sciences ;General Studies;

Application Materials:

Apply via <https://www.alicepaul.org/opportunities/>

Development Intern, Hybrid, 1 open position(s)

Overview of position:

The Alice Paul Institute seeks a Development Intern interested in fundraising, writing, database management and event management. Interns will have the opportunity to work with the Development team on current and future projects, while learning about the overall structure and activities of a women's history and advocacy non-profit.

Under the supervision of the Development Director, the Development Intern will support API's fundraising program. Based on the organization's need and the Intern's skills and interests, s/he will learn the fundamentals of development, including grant writing, gift processing, prospect research, event management, donor cultivation and stewardship, and membership.

Attention to detail, exceptional writing skills and ability to wear multiple hats is required. An interest in a career in fundraising and/or non-profit management is desired.

Responsibilities/Duties/Projects:

- Entering National Women's Party members into Salesforce database (training provided)
- Researching contacts from appropriate lists from periodicals, such as the Philadelphia Business Journal (e.g. top Women-owned businesses), and building prospect research profiles

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Students should apply on our website: <https://www.alicepaul.org/opportunities/>

Manco & Manco Inc.

816 9th Street Ocean City, NJ 08226

Front of the House Team Leader, In-person, 2 open position(s)

Overview of position:

The internship will encompass all aspects of becoming a server, then ultimately a Team Leader that involves knowing the serving position well enough to train and oversee others. Interns will learn Point of Sale Computer system, all menu items and standard procedures regarding

operations, employee uniforms and codes of conduct. You will learn the history of the institution formed in 1956.

Responsibilities/Duties/Projects:

- Serve patrons
- Learn POS and timeclock computer systems
- Download and use apps used for employees communication
- Learn entire menu
- Train to be a team leader once the server position is mastered

Qualifications/Desired Majors:

General Studies;Business, Entrepreneurship & Human Resources;Open to all Majors ;

Application Materials:

Send resume and cover letter to humanresources@mancospizza.com or <https://form.jotform.com/Mancomanco/application-for-employment>

SPARK Day Camp

160 Old Country Road, Middletown, NJ 07748

Camp Counselor, In-person, 5 open position(s)

Overview of position:

Open to high school juniors and seniors, college students, graduates, and teaching professionals.

Rapidly growing day camp in Middletown, NJ. Experience working with children in an educational, recreational, or camp setting a plus. 2023 camp dates are June 26th - August 18th.

Gain Leadership Skills. Boost your Resume. Swim every day. As an added bonus, we have two full sized ice rinks, so you can learn to skate along with your campers or help teach if you already skate. Lunch and snack provided for you daily.

This summer, "GET TO" do what you love instead of taking a Got To job elsewhere. Be the positive role model campers need, come to respect, and rely on.

You're Responsible, Reliable and Mature with the ability to always show great judgement.

You're Passionate, Confident, Creative, Driven with a Zany Playfulness and Inspiring Support. If you are any of the above, your summer should be with SPARK Day Camp.

Responsibilities/Duties/Projects:

- SPARK is for campers ages Pre-K-10thgrades. Work with them in a wide variety of activities. You'll be responsible for their overall safety, health, and well-being. Spend the day with your campers, accompanying them to and participating in, each of their daily activities.
- SPARK Staff are patient, compassionate, fair, have great listening skills and the unique ability to relate to children while never powering over them.

Qualifications/Desired Majors:

Arts & Design;Computer Science, Information Systems & Technology;Education;Engineering;General Studies;Health Professions;Humanities & Languages ;Life Science ;Math & Physical Sciences ;Manufacturing, Production, and Skilled Trades ;Natural Resources,

Application Materials:

Apply via <https://sparkdaycamp.campintouch.com/ui/forms/application/staff/App>

Marketing Intern, Hybrid, 3 open position(s)

Overview of position:

We are looking for an ambitious, self-motivated candidate to assist in the promotion and marketing of our summer day camp, NAHL hockey programs, youth leagues and tournaments, sports performance lab and special events.

Responsibilities/Duties/Projects:

- Familiarity with major social media platforms (Facebook, Twitter, YouTube, etc.)
- Creative problem-solving skills
- Excellent written and verbal communication skills
- Understanding of SEO techniques and best practices
- Ability to plan, organize and possibly coordinate special events
- Create advertising campaigns targeted to optimize a return on investment
- Build outreach and brand awareness
- Identify potential markets and develop best practices to reach them
- Assist in developing this program to create a turnkey transition to the next intern
- Monitor all social media platforms for trending news, ideas, and feedback

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Apply via <https://sparkdaycamp.campintouch.com/ui/forms/application/staff/App>

Manufacturing

Bestwork Industries for the Blind

1940 Olney Avenue, Suite 200

Cherry Hill, NJ 08003

HR Intern, In-person, 2 open position(s)

Overview of position:

Bestwork Industries for the Blind is looking for an enthusiastic and driven HR Intern. To be successful as an HR intern, you should keep abreast of the latest developments in labor legislation to determine how company HR policies may be affected. Ultimately, an outstanding HR intern should be detail-oriented and able to demonstrate excellent administrative and organizational skills.

Responsibilities/Duties/Projects:

- Support our Director of Workforce Development and Government Affairs
- Updating company databases by inputting new employee contact information and employment details.
- Screening potential employees' resumes and application forms to identify suitable candidates to fill company job vacancies.
- Organizing interviews with shortlisted candidates.
- Posting job advertisements to job boards and social media platforms in conjunction with the Communication & Marketing Department.
- Removing job advertisements from job boards and social media platforms once vacancies have been filled.
- Assisting the HR staff in gathering market salary information.
- Assisting in the planning of company recruitment events.
- Preparing and sending offer and rejection letters or emails to candidates.
- Coordinating new hire orientations.
- Complete other administrative tasks as needed

Qualifications/Desired Majors:

Humanities & Languages ;General Studies;Education;

Application Materials:

Send resume and cover letter to mtyndell@bestworkindustries.org

Digital Marketing Internship, In-person, 1 open position(s)

Overview of position:

Bestwork Industries for the Blind is looking for an enthusiastic Digital Marketing Intern. In this collaborative, entry-level role, you will get a chance to learn important skills and gain professional experience by working on campaigns. Our ideal intern candidate has graphic design skills to produce high-quality, trendy content for social media platforms, including LinkedIn and Facebook.

Responsibilities/Duties/Projects:

Support our Director of Communication and Marketing

- Assist with social media campaigns
- Assist with email campaigns
- Produce website and social media content
- Complete other administrative tasks as needed

Qualifications/Desired Majors:

Communications;

Application Materials:

Send resume and cover letter to mtyndell@bestworkindustries.org

Non-profit Bergen's Promise

3 University Plaza Drive, Suite 300 Hackensack, NJ 07601

Human Resources Intern, In-person, 1 open position(s)

Overview of position:

The Human Resources Intern will attend recruitment and retention-related planning meetings and events to promote Bergen's Promise mission and vision to attract best fit applicants for open positions, as well as to retain current staff, respectively. The intern will demonstrate professionalism and good human relations skills with supervisor, co-workers while learning and abiding by company and state Employer Human Resource and HIPAA policies and regulations while completing responsibilities.

Responsibilities/Duties/Projects:

- Assist with the screening of resumes and application forms to identify prospective employees to fill company job vacancies.

- Assist in the organization and promotion of retention/engagement activities/events for staff
- Compose letters and other documents related to Human Resources tasks and activities.
- Assist in the maintenance of personnel files, track progress.
- Collaborate with Community Resources Department, Data Analytics Department, and the Training and Engagement specialist to identify outcomes and evaluate trends related to effective recruitment, onboarding and/or retention.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources;

Application Materials:

Send resume and cover letter to kwerheim@bergenspromise.org

Accounting Intern, In-person, 1 open position(s)

Overview of position:

The Accounting intern will collaborate with staff and leadership teams throughout the organization while assisting to process Flex Funds used to support the youth/families served. This process is directly tied to our mission "Healthy Families, Safe at Home."

Responsibilities/Duties/Projects:

- Assist with the processing of invoices and reconciliations
- Track, reconcile, record and report petty cash, credit cards, and gift care usage across the agency.
- Assist with the reporting of state contracts as required by the State of NJ.
- Learn, understand and assist with the disbursing of Flex Funds.
- Assist with the recording and reimbursement of monthly expense reports.
- Assist the Staff Accountant with the completion of special projects as assigned by the Controller.
- Perform monthly review of financial statements and assist with the month-end closing.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources;

Application Materials:

Send resume and cover letter to kwerheim@bergenspromise.org

Education Collaboration Intern, In-person, 1 open position(s)

Overview of position:

The Education Collaboration Intern will represent Bergen's Promise in a professional and positive manner within the Bergen County education partners, including but not limited to local schools, out of district schools, charter schools, private schools and/or school-based Juvenile Officers.

Responsibilities/Duties/Projects:

- Assist with youth-education-related data collection, analysis and tracking using focus interview with care management teams as well as Power BI and other tools.
- Assist with Wraparound Transition Planning project - identifying, collecting and organizing resources and tools for care managers in the Education Collaboration Sharepoint.
- Propose creative ideas for expanding the education collaboration project sites in the Fall/school year.
- Develop multimodal materials promoting outcomes of education collaboration in preparation for the Fall/school year.

Qualifications/Desired Majors:

Social Sciences ;Business, Entrepreneurship & Human Resources;

Application Materials:

Send resume and cover letter to kwerheim@bergenspromise.org

Collingswood Partners, Inc.

678 Haddon Avenue, Collingswood, NJ, 08108

Marketing and Public Relations Internship, In-person, 1 open position(s)

Overview of position:

Interns are part of a variety of tasks for Collingswood's Business Improvement District as well as the municipality under the guidance of the Director of Communication/Community Development. Work includes (but is not limited to): Drafting and creating social media content, writing features and press releases, photography, obtaining quotes, event planning and execution, posting and editing website content, proofing publications, mailings, delivering flyers, posters and materials to businesses and other locations, and occasional light office work.

Responsibilities/Duties/Projects:

- Assist Director of Communication/Community Development in a variety of tasks
- Create original content for social media accounts, email campaigns, website, and print publications
- Create original graphics for social media accounts, email campaigns, website, and print publications

- Assist in planning, marketing, and execution of events
- Website content management
- Proofreading/Editing
- Work with Director of Communication/Community Development to support business recruitment, development, and growth
- Deliver flyers, posters, and materials to local businesses and other locations
- Light office work - filing, phone calls, organizational tasks

Qualifications/Desired Majors:

Arts & Design;Communications;Civics & Government;

Application Materials:

Send resume and cover letter to lferguson83@collingswood.com

Creative Change Counseling, Inc

668 Main Street Lumberton, New Jersey 08048

Camp Recreation Associate, In-person, 6 open position(s)

Overview of position:

The Camp Receptions Associate will ensure the safety of the campers at all times. The Camp Recreation Associate will supervise, plan, lead, and implement the camp program for the camp participants. The Camp Recreation Associate will provide a high-quality of educational, recreational and enjoyable opportunities and experiences for camp participants.

Responsibilities/Duties/Projects:

- Be responsible for the children(campers) at all times
- Be a positive role model and team player
- Monitor the campers activities and ensure safety rule are followed at all times
- Plan, coordinate and lead fun activities for the campers
- Guide and teach a range of indoor and outdoor activities
- Supervise campers during meals, daily routines, clean-up tasks
- Escort and oversee the campers during planned trips
- Provide guidance, motivation, and support to all campers
- Demonstrate leadership, respect, and patience
- Performs addition duties as assigned to support the agency's mission and goals
- Assist campers(if needed) in learning how to reconcile differences(conflict resolution)
- Maintain cleanliness and organization & see all assigned tasks through completion
- Communicate effectively with supervisor, peers, parents/guardians, and campers
- Be reliable(attendance, punctuality)

- Report any and all incidents to supervisor
- Display integrity in their work ethics and interaction with campers, parents/guardians and staff

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Send resume to DBUTLER@CREATIVECHANGEINC.ORG OR SBARBER@CREATIVECHANGEINC.ORG

Greater Newark Conservancy

32 Prince Street Newark, NJ 07103

Environmental and Outdoor Education, In-person, 2 open position(s)

Overview of position:

Greater Newark Conservancy's Youth and Family Education department provides hands-on, interdisciplinary learning experiences for urban youth at our Prudential Outdoor Learning Center (OLC) and in select Newark schools. The OLC has 10 unique garden spaces including a hydroponic greenhouse, sundial amphitheater, pond, compost station, teaching kitchen, and vegetable gardens. The department also maintains school gardens at six schools allowing students to return in September to rich outdoor learning environments. The Environmental and Outdoor Education Intern will work directly with the Director of Youth and Family Education and the Farm to School Coordinator to lead programs for youth and adults, support school gardens, and build and evaluate curriculum for school year programs.

Responsibilities/Duties/Projects:

- The Environmental and Outdoor Education Intern will assist Conservancy staff along with volunteers in cultivating and maintaining Newark school gardens at partner schools.
- The Environmental and Outdoor Education Intern will assist Conservancy staff in leading occasional programs in our Outdoor Learning Center for visiting camps and other groups.
- The Environmental and Outdoor Education Intern will be responsible for synthesizing and organizing Farm to School curriculum from existing sources, including researching and assigning Next Generation Science Standards. This free curriculum will be offered to Newark educators and used by FoodCorps service members during the school year.
- The intern will create original lesson plans for youth and adult workshops using our urban education center and urban farm as teaching sites and resources.

- The intern will assist the Program Facilitator with planning and conducting focus groups and information sessions for parents and other community members as part of the Newark Good School Food Coalition.
- The intern will assist our professional chef-educator in planning and conducting healthy cooking programs for families.

Qualifications/Desired Majors:

Agriculture, Food & Horticulture; Education; General Studies; Life Science ; Natural Resources, Sustainability & Environmental Science ; Open to all Majors ;

Application Materials:

Send resume and cover letter to soleary@citybloom.org

Farm Stand/Farmers Market, In-person, 1 open position(s)

Overview of position:

Greater Newark Conservancy implements and manages farm stands and farmers markets for Newark community members in the South and Central Wards of Newark. Individuals in this position will work with our Farm Stand Coordinator learning the importance of food safety and handling, customer service, beekeeping, and food justice. The Farm Stand/Farmers Market Intern will participate in preparation and facilitation of our monthly farmers markets and weekly farm stands. There will also be opportunity to assist the Farm Manager, Urban Agriculture Director, and other staff to develop and execute programs that engage the community.

Responsibilities/Duties/Projects:

- Assist in harvesting and packaging produce from our Hawthorne Ave Farm and Learning Center in preparation for farm stands and markets
- Accurately record amount of produce harvested for each event
- Assist in maintenance of bees (optional, if allergic to bees)
- Successfully follow checklist for preparation of markets and stands
- Assist in creating and facilitating interactive activities for customers at farm stands and markets
- Provide great customer service
- Bag customers produce and/or process payments using Square at farm stands and farmers markets
- Complete ServSafe food handler's certification course when hired
- Assist with other responsibilities and duties as they arise

Qualifications/Desired Majors:

Agriculture, Food & Horticulture; Business, Entrepreneurship & Human Resources; Education; General Studies; Social Sciences ; Open to all Majors ; Natural Resources, Sustainability & Environmental Science ;

Application Materials:

Send resume and cover letter to dtrotz@citybloom.org

Communications Intern, In-person, 1 open position(s)

Overview of position:

Greater Newark Conservancy seeks an enthusiastic college student, majoring in English,

Communications, or Graphic Arts, who is eager to develop/ deepen experience in Marketing and Social Media management. As a direct report to the Director of Operations and Special Projects, the Communications/ Intern is responsible for the implementation of an external communications strategy inclusive of social media campaigns; overseeing web-based communication efforts including online/ social media outlets; and managing the production of printed and electronic materials and publications.

The intern will gain valuable experience working in a non-profit organization and acquire hands experience creating marketing materials, implementing social media campaigns, and engaging online audiences. You will learn about Greater Newark Conservancy's programs and initiatives to inform communication activities in efforts to increase awareness and expand the Conservancy's social media presence. Interns will learn about marketing, public relations, and social media, through hands-on project-based activities.

Responsibilities/Duties/Projects:

Website Update & Maintenance:

- Manage web-based and electronic communication efforts, providing updates and maintenance ensuring that content is current and posted in a timely manner.
- Collateral Design: Design marketing and communications collateral as requested, inclusive of flyers, infographics, press releases, and/or articles, for the website, social media, and events.
- Create promotional packages for constituents.

Social Media Management:

- With staff, identify and publish content to social media outlets in a timely manner.
- Use creative means to help plan and promote events, including but not limited to developing hashtags and informing the design of social media campaigns when necessary.
- Newsletter Production: Work with staff to publish monthly newsletter and develop and plan content relevant to key stakeholders.

Content Development:

- Research and develop creative content for publications, print materials and online/web-based communications including flyers, brochures, infographics, newsletters, and e-blasts.
- Attend events with, or on behalf of the Conservancy to gather written, video, or photographic content.

Qualifications/Desired Majors:

Arts & Design;Communications;Humanities & Languages ;Open to all Majors ;Social Sciences ;

Application Materials:

Send resume and cover letter to mrobinson@citybloom.org

***Urban Agriculture Intern*, In-person, 4 open position(s)**

Overview of position:

Greater Newark Conservancy manages the Hawthorne Avenue Farm (HAF), a 2.5-acre farm located in the South Ward of Newark, a designated food desert. The HAF is home to over 70 production rows, more than 15 raised beds, an orchard, and a 200-bed community garden.

Individuals in this position will work our Farm Manager and Director of Urban Agriculture to maintain the site, assisting with food production and harvesting. Interns will

work with the Farm Manager and other staff to develop and execute programs that engage the community. Applicants for this position should be interested in urban agriculture and must enjoy working outdoors, teamwork, and growing and eating great food.

Responsibilities/Duties/Projects:

- Sustainable farm maintenance (plant propagation, crop planning, planting, weeding, watering, organic pest management, cover cropping, etc.)
- Harvesting and packaging produce for sale
- Engaging with the local community during farm event days
- Assist Conservancy staff in providing education and support for community gardeners
- Basic construction projects on the farm

Qualifications/Desired Majors:

Agriculture, Food & Horticulture;General Studies;Life Science ;Natural Resources, Sustainability & Environmental Science ;Open to all Majors ;

Application Materials:

Send resume and cover letter to smurphy@citybloom.org

Horticulture/Greenhouse/Hydroponic Intern, In-person, 2 open position(s)

Overview of position:

Greater Newark Conservancy maintains an Outdoor Learning Center (OLC) and Greenhouse at its main office site. Interns will work with the Director of Urban Agriculture, Landscape Supervisor and

Education staff to plan, plant and maintain learning garden spaces in the OLC. Individuals

will also learn to operate and maintain a food-producing hydroponic system. Applicants for this position should be interested in gardening and enjoy working outdoors, with a dynamic team, and learning new things.

Responsibilities/Duties/Projects:

- Learn all aspects of hydroponic growing and plant propagation
- Maintain learning garden spaces including sensory garden, pond, and vegetable demonstration garden
- Assist staff with harvesting and packaging hydroponic produce for sale and community distribution
- Learn and assist staff with maintaining composting system

Qualifications/Desired Majors:

Agriculture, Food & Horticulture;General Studies;Life Science ;Math & Physical Sciences ;Natural Resources, Sustainability & Environmental Science ;Technologies & Technicians;Open to all Majors ;

Application Materials:

Send resume and cover letter to aramsey@citybloom.org

Greater Union Township Chamber of Commerce

355 Chestnut Street, Union, NJ 07083

Member Engagement Intern, Hybrid, 1 open position(s)

Overview of position:

The Chamber currently seeks to augment its staff with the addition of an intern who would like to assist the Chamber board and staff in growing the organization. The intern would serve as Director of Member Engagement and help with marketing and recruitment efforts.

Responsibilities/Duties/Projects:

- Assist the Chamber staff in identifying and recruiting new and existing business prospects to join the organization, and create supportive materials to do so.
- Assist in updating and improving the Chamber's web page, Twitter and Instagram.
- Assist in organizing and implementing certain special events, such as the Mayor's Day 5K Run.
- Assist in securing advertisers for the Chamber's web page.
- Partner with the staff in responding to member needs, when appropriate.

Qualifications/Desired Majors:

Communications; Business, Entrepreneurship & Human Resources;

Application Materials:

Send resume and cover letter to executivedirector@unionchamber.com

Jewish Family Service of Somerset, Hunterdon, and Warren Counties

150-A West High Street, Somerville, NJ 08876

Senior Shopper Program Intern, In-person, 2 open position(s)

Overview of position:

Senior Shopper Program interns are working under supervision of the Senior Shopper Program Coordinator. Interns who have completed an interview, orientation and training provided by JFS, had state required background checks, signed all required documents, are eligible to become Senior Shopper Program Interns

Interns are matched with home-bound seniors, who have been referred by the Somerset County Office on Aging. The Senior Shopper Interns educate the clients about the program, shop and deliver groceries to home-bound seniors. Seniors pay for their own groceries. Interns report to the Senior Shopper Program Coordinator.

Responsibilities/Duties/Projects:

- Communicate with the clients on the regular basis
- Assist clients to complete their paperwork
- Identify clients' needs

- Provide grocery shopping weekly or bi-weekly
- Complete required documentation, track working hours and submit qualitative and quantitative report.
- Observe the clients well-being and promptly report any functional status changes of the senior to the supervisor
- Perform other duties as assigned
- Qualifications
- Major in social work, counseling, psychology, sociology, gerontology, or health
- Possess good interpersonal and organizational skills
- Must have a valid driver's license, be able to drive

Qualifications/Desired Majors:

Health Professions;Social Sciences ;General Studies;Civics & Government;Agriculture, Food & Horticulture;

Application Materials:

Send resume and cover letter to Natalia Black nataliab@jewishfamilysvc.org

Metropolitan YMCA of the Oranges - East Orange Branch

100 North Arlington Avenue

East Orange NJ 07017

Note this is a Branch location of the Metro YMCA

Camp Specialist, In-person, 2 open position(s)

Overview of position:

Provides direct supervision of a group of children in a seasonal day camp setting. Designs and delivers a program specialty in their designated area tailored to the skills and interests of each age group. Works with other counselors to bring about quality programming in that specialty area. Activities should nurture creativity, cooperation, skill and self-esteem and support the potential of all youth in programs and facilitate peer-to-peer connections as part of the overall camp experience.

Responsibilities/Duties/Projects:

- Plan, set up and deliver a variety of activities within specialty area that are age specific and that keep children's interest high.
- Instruct Counselors on how to teach activities within specialty. Encourage activity planning and leadership for Counselors assigned to the activity.

- Lead specialty activities with assistance from Counselors and help keep Counselors focused on the activity.
- Control all supply inventory used in specialty. Assist Camp Director with ordering supplies. Keep supply storage area neat and clean.
- Assist the Camp Director in carrying out themes and special events, general camp activities.
- Greet campers with a smile and treat them with enthusiasm.
- Learn camper's names and respond to camper's needs.
- Encourage camper's youth development progress. As a leader, set a good example for the children. Teach campers how to solve problems and maintain basic discipline and group control.
- Ensure that all volunteers have a great experience to help our association increase volunteer participation.
- Develop positive relationships with member families and learn why they come to our Y.
- Help group maintain cleanliness.
- Perform all responsibilities in an enthusiastic and committed manner.
- Take the initiative to be actively participatory in all activities.
- Act as needed when not leading a specialty program.
- Attend and complete all required trainings.
- Uphold camp safety standards at all times. Maintain constant face counts. Understand and practice risk management and disaster policies and procedures.
- Help maintain group control and facilitate lunchtime activities.
- Follow all YMCA, ACA, and NJ Licensing Standards and procedures to ensure the safest and best quality camp and to help maintain ACA accreditation.
- Secure and submit all accident reports, special plans, schedule changes and evaluations to Camp Director when appropriate.
- Report all immediate concerns to Camp Director or nearest supervisor.
- Use two methods of discipline with campers to include redirection to appropriate activities and using positive reinforcement to commend good choices.
- Always maintain a professional demeanor.
- Wear Camp T Shirt daily.
- Maintain a positive attitude, responsibility and self-motivation. Be punctual and reliable.
- Create a positive and nurturing environment to instill youth development, healthy living, and social responsibility.

Qualifications/Desired Majors:

Education;General Studies;Open to all Majors ;

Application Materials:

Apply via www.metroymcas.org/index.php?src=landing&ref=Camp%20hiring

Or e-mail lgreene@metroymcas.org

Metropolitan YMCA of the Oranges - Association Services Branch

304 South Livingston Avenue

Livingston NJ 07039

Business Development/Community Relations Intern, Hybrid, 1 to 2 open position(s)

Overview of position:

This dynamic role will focus on Business Development with regard to increasing membership revenue, as well as employing prospecting initiatives and lead generation through multifaceted marketing techniques. The Business Development Intern will have the opportunity to join a high-energy and fun team, working with team leaders to help maximize opportunities.

Responsibilities/Duties/Projects:

- Conduct market research and competitive analysis to identify new prospects and leads for membership sales and program growth.
- Identify key prospects and follow up with leads to generate conversions.
- Attend community events to build awareness and generate leads.
- Assist with team member trainings.
- Participate in special projects as needed.

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Apply via www.metroymcas.org/index.php?src=landing&ref=Camp%20hiring

Or E-mail bsanfilippo@metroymcas.org

Metropolitan YMCA of the Oranges

304 South Livingston Avenue

Livingston NJ

HR Intern, Hybrid, 1 open position(s)

Overview of position:

This is an excellent opportunity to gain hands-on experience in HR operations while supporting a leading nonprofit organization in your community. The intern will contribute to a variety of HR project initiatives in the areas of I-9 administration, wage and salary data compilation and analysis, Learning Management System administration, recruiting, and Human Resources reporting.

Responsibilities/Duties/Projects:

- Understands the overall mission of the Metro YMCA and the role of the HR Department in supporting that mission.
- Rotates through several core HR project functions and provides support and input to improve efficiencies and achieve project goals.
- Accepts designated HR projects to work through to completion.
- Engages with HR Team members and staff from various areas of the organization.
- Provides input and suggestions related to project content.
- Learns and becomes proficient on internal software systems.
- Assists in creating a variety of reports.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources; Social Sciences ; General Studies;

Application Materials:

Send resume and cover letter to sczebotar@metroymcas.org

Metropolitan YMCA of the Oranges - Wayne Branch

Wayne Branch 1 Pike Drive Wayne NJ

Pre-K Program Specialist, In-person, 1 open position(s)

Overview of position:

Under the direction of the Director and in accordance with the policies and guidelines of the Metro YMCA of the Oranges, the Pre-K Program Specialist is expected to practice and exemplify the best practices and principles of group work in assisting pre-school aged children. Major areas of responsibility include, but are not limited to: youth development and the development and implementation of the curriculum for the specialty area, as it relates to the philosophy of the YMCA. The Specialist will support the efforts of the Director and Senior Staff in all aspects of the Camp.

Responsibilities/Duties/Projects:

- Plan, directly carry out and supervise age-appropriate activities for the specialty area that you are assigned.

- Plan a curriculum that allows children to develop and expand their creative talents. Include educational components and opportunities to develop lifelong skills that will transfer into adulthood.
 - Monitor groups and be responsible for the whereabouts, supervision, and safety of all children assigned to his/her group as well as others as the occasion may dictate.
 - Supervise and motivate Counselors to assure their participation in all activities.
-
- Ensure there are enough supplies for the activities and that all program equipment is used in the correct manner.
-
- Submit all reports, special plans, schedule changes and evaluations as requested by the Director.
-
- Report immediately all concerns, progress, reports and matters of interests to the Director or nearest supervisor.
 - Working cooperatively with other staff in planning and conducting activities, including special events.
-
- Maintain a professional demeanor as a representative of the YMCA in all interactions with campers, parents and staff.
 - Attend all training and meetings as requested by the Director and Association.
 - Create a positive and nurturing learning environment to strengthen community through youth development, healthy living and social responsibility.

Qualifications/Desired Majors:

Education;Health Professions;Life Science ;Social Sciences ;

Application Materials:

Email resume to supervisor: jmalas@metroymcas.org

Metropolitan YMCA of the Oranges - Wayne Branch

1 Pike Drive Wayne NJ

Inclusion Specialist, In-person, 1 open position(s)

Overview of position:

Under the direction of the Director and in accordance with the policies and guidelines of the Metro YMCA of the Oranges, the Inclusion Specialist is expected to practice and exemplify the best practices and principles of group work in guiding the behavior and assisting children with special needs to be successful in the summer camp setting.

Responsibilities/Duties/Projects:

- Provide a high level of guidance, support and supervision to the staff working with child(ren) with special needs.
- Communicate with the camp director and parents as appropriate about the camper's needs and make modifications as required.
- Submit all reports, special plans and evaluations as requested by the Director.
- Report immediately all concerns, progress, reports and matters of interests to the Director or nearest supervisor.
- Working cooperatively with other staff in planning and conducting activities, including special events.
- Maintain a professional demeanor as a representative of the YMCA in all interactions with campers, parents and staff.
- Attend all training and meetings as requested by the Director and Association.
- Create a positive and nurturing learning environment to strengthen community through youth development, healthy living and social responsibility.

Qualifications/Desired Majors:

Education;Health Professions;Life Science ;Social Sciences ;

Application Materials:

Email resume and cover letter to slemos@metroymcas.org

Camp Health Manager Intern, In-person, 1 open position(s)

Overview of position:

Under the direction of the Director and in accordance with the policies and guidelines of the Metro YMCA of the Oranges and American Camping Association (ACA) standards, the Health Care Manager is expected to practice and exemplify the best practices in providing on-site health care to campers and staff. Major areas of responsibility include, but are not limited to: reviewing and maintaining accurate files related to camper health care needs, overseeing the administration of medications as necessary, maintaining communication with the Director and parents around camper or staff health needs and ensuring all camp health and safety procedures are followed to ensure a safe and healthy environment for all.

Responsibilities/Duties/Projects:

- Prior to camp opening, review child health records, prepare lists of campers with medical conditions and organize and review procedures for health and emergency care.
- Be familiar with the American Camp Association and New Jersey State regulations related to the health and safety of all in camp. Participate actively in the maintenance and development of high standards of health and safety.
- Work from the camp physician's standing orders; consult with physician thereafter.
- Be responsible to advise camp administration when out-of-camp medical/health assistance is required/prudent/advisable.
- Maintain the first aid room in a clean, sanitary manner and well stocked with supplies.
- Keep all first aid kits appropriately stocked and serviceable.
- Provide complete information to staff concerning their campers, based on pre-season health forms and information provided by parents.
- Communicate frequently and regularly with the Camp Director. Call camper parents when necessary.
- Maintain accurate, specified records of all injuries, illnesses, medications and treatments administered. Data is to be kept in a bound log. Complete Incident Report forms as necessary and turn into the office.
- Monitor and provide supportive suggestions for health and safety in the campers' daily program.
- Conduct daily spot inspection of camp facilities, and program areas, as to health, safety and cleanliness.

Qualifications/Desired Majors:

Education;Health Professions;Life Science ;Social Sciences ;

Application Materials:

email resume and cover letter to supervisor at slemos@metroymcas.org

Metropolitan YMCA of the Oranges - West Essex Branch

321 S Livingston Avenue Livingston NJ

Inclusion Specialist, In-person, 2 open position(s)

Overview of position:

Summary - Under the direction of the Director and in accordance with the policies and guidelines of the Metro YMCA of the Oranges, the Inclusion Specialist is expected to practice and exemplify the best practices and principles of group work in guiding the behavior and assisting children with special needs to be successful in the summer camp setting.

Responsibilities/Duties/Projects:

- Provide a high level of guidance, support and supervision to the staff working with child(ren) with special needs.
- Communicate with the camp director and parents as appropriate about the camper's needs and make modifications as required.
- Submit all reports, special plans and evaluations as requested by the Director.
- Report immediately all concerns, progress, reports and matters of interests to the Director or nearest supervisor.
- Working cooperatively with other staff in planning and conducting activities, including special events.
- Maintain a professional demeanor as a representative of the YMCA in all interactions with campers, parents and staff.
- Attend all training and meetings as requested by the Director and Association.
- Create a positive and nurturing learning environment to strengthen community through youth development, healthy living and social responsibility.

Qualifications/Desired Majors:

Education;Health Professions;Life Science ;Social Sciences ;

Application Materials:

E-mail resume and cover letter to jlustra@metroymcas.org & cirzarry@metroymcas.org

Camp Health Care Manager Intern, In-person, 2 open position(s)

Overview of position:

Summary - Under the direction of the Director and in accordance with the policies and guidelines of the Metro YMCA of the Oranges and American Camping Association (ACA) standards, the Health Care Manager is expected to practice and exemplify the best practices in providing on-site health care to campers and staff. Major areas of responsibility include, but are not limited to: reviewing and maintaining accurate files related to camper health care needs, overseeing the administration of medications as necessary, maintaining communication with the Director and parents around camper or staff health needs and ensuring all camp health and safety procedures are followed to ensure a safe and healthy environment for all.

Responsibilities/Duties/Projects:

- Prior to camp opening, review child health records, prepare lists of campers with medical conditions and organize and review procedures for health and emergency care.
- Be familiar with the American Camp Association and New Jersey State regulations related to the health and safety of all in camp. Participate actively in the maintenance and development of high standards of health and safety.
- Work from the camp physician's standing orders; consult with physician thereafter.

- Be responsible to advise camp administration when out-of-camp medical/health assistance is required/prudent/advisable.
- Maintain the first aid room in a clean, sanitary manner and well stocked with supplies.
- Keep all first aid kits appropriately stocked and serviceable.
- Provide complete information to staff concerning their campers, based on pre-season health forms and information provided by parents.
- Communicate frequently and regularly with the Camp Director. Call camper parents when necessary.
- Maintain accurate, specified records of all injuries, illnesses, medications and treatments administered. Data is to be kept in a bound log. Complete Incident Report forms as necessary and turn into the office.
- Monitor and provide supportive suggestions for health and safety in the campers' daily program.
- Conduct daily spot inspection of camp facilities, and program areas, as to health, safety and cleanliness.

Qualifications/Desired Majors:

Education;Health Professions;Life Science ;Social Sciences ;

Application Materials:

Email resume and cover letter to Supervisor: cirzarry@metroymcas.org & jlastra@metroymcas.org

Marketing and Community Engagement Intern, In-person, 1 open position(s)

Overview of position:

Under the guidance of the Marketing Director, The Marketing and Community Engagement Intern, is responsible for directing and delivery of all district marketing efforts in coordination with key staff.

Community Outreach efforts will connect, build community understanding, and create partnerships between the Y, area organizations and companies that advance the cause of the Y and its impact. The position will also create various programs, activities and events, through community outreach, which will result in program, membership and donor growth while supporting the work of the Y, a leading nonprofit organization committed to strengthening community through youth development, healthy living and social responsibility.

The Marketing and Community Outreach Director will be required to develop a thorough understanding of the website, Lucid Press, Mail Chimp, Hubb Spot, Branch Social Media Platforms, and YMCA Branding Guidelines utilized to maintain quality communication with members, program participants, and the community. The Marketing and Community Engagement Intern will also seek

new PR and promotional opportunities within our service area and work with key staff to ensure marketing and messaging is consistent with quality programs and YMCA mission.

Responsibilities/Duties/Projects:

- Provides marketing assistance to key staff, manages website/digital presence, create and print material for all branch activities. Provides data and reports as required for assigned departments to support business development strategies or grants.
- Develops and manages relationships with media outlets and representatives to best position the YMCA as a community collaborator and a cause driven organization. Tracks all published press releases and advertisements across the Y's service area.
- Develops, implements, and manages District's Strategic Marketing Plan through internal member marketing and external communication and outreach.
- Produces and distributes program information. Interacts with existing members while actively promoting program to potential members.
- Creates and delivers presentations about the YMCA and the District's initiatives to support external and internal awareness strategies.
- Responsible for staying up to date with all new events, offerings and initiatives at the Y and outreach locations to ensure programs and events are well publicized.
- Establishes and maintains database of District volunteer opportunities. Recruits, retains and recognizes District-wide volunteers.
- Support fund development and special event committees to advance the cause of the Y through financial support and community engagement.
- Develops and deepens relationships with members, area organizations and companies that results in increase in membership, program participants, volunteers, and donor growth.
- Creates, leads, and executes District's Member Stewardship & Donor Stewardship Plans.
- Develop District materials to support all aspect of the diversity & inclusion initiative while maintain and establishing external relationships around inclusion programming.
- Development and oversight to budget/grant related to the position.
- Facilitates communication and provides leadership. Models relationship-building skills in all interactions while executing strategies to ensure that members, volunteers and program participants connect with one another and connect with the YMCA.
- Performs other duties as assigned.

Qualifications/Desired Majors:

Communications;Business, Entrepreneurship & Human Resources;General Studies;

Application Materials:

Email resume and cover letter to Supervisor: lsheaffer@metroymcas.org

Town of Kearny

Office of the Business Administrator

402 Kearny Ave.

Kearny, N.J. 07032

Assistant to Municipal Administrator/City Manager, Hybrid, 1 open position(s)

Overview of position:

The Town of Kearny, N.J. is an urbanized, mature and fully developed inner-ring suburb in Western Hudson County, nestled between the cities of Newark and Jersey City. The Town has over 42,000 residents, 13,285 households, an annual operating budget of over \$80 million per year, and over 400 municipal employees spread across 10 departments. The Business Administrator is the chief administrative officer/chief operating officer for the municipality. The Business Administrator works directly for the Mayor and Town Council, implementing and effectuating policies of the governing body, and directly supervises department heads and exempt staff. The intern will conduct research and assist the Business Administrator with the day-to-day responsibilities of running a complex local government.

Responsibilities/Duties/Projects:

- Conduct economic, financial and administrative research and write policy documents, including elements of a municipal master plan. The intern may also assist the municipality implement
- "e-government" policies and initiatives.

Qualifications/Desired Majors:

Civics & Government; Natural Resources, Sustainability & Environmental Science ; Social Sciences ;

Application Materials:

Send resume and cover letter to smarks@kearnynj.org

The Jewish Federation of Southern New Jersey

The Jewish Federation of Southern New Jersey

1301 Springdale Road

Cherry Hill, NJ 08003

Fundraising and Events Assistant, In-person, 2 open position(s)

Overview of position:

Assist in everyday aspects of the Fundraising and Events Department.

The role will involve keeping track of event sponsorships and donations, filling out online grant and donation requests, follow up phone calls and overall event planning for our upcoming Sports Award Dinner and Pro AM Golf Fundraisers.

Responsibilities/Duties/Projects:

- Creating and managing event tracking documents.
- Solicitation of auction items through either email, phone or online submissions.
- Projects would include working from start to finish with our Director of Events on the planning of several major events of The Katz Jewish Community Center. Pro AM Golf Fundraiser, Sports Award Dinner and the Festival of Arts, Books and Culture.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources; Communications; General Studies; Math & Physical Sciences ; Open to all Majors ;

Application Materials:

Send resume and cover letter to ncaprusso@jfedsnj.org

The Jewish Federation of Southern New Jersey

The Jewish Federation of Southern New Jersey DBA/ Katz JCC

1301 Springdale Road

Cherry Hill, NJ 08003

Marketing & Social Media Assistant, Hybrid, 2 open position(s)

Overview of position:

Assist with the day to day operations of the Katz Jewish Community Center's Marketing Team.

Creating flyers and marketing materials for our various departments, social media posts across all platforms and website updates.

Responsibilities/Duties/Projects:

- Social Media ~ take pictures and create content for social media posts at either the JCC Early Childhood Camps or at our JCC Camps at Medford.
- Graphics and Design ~ Help with the flow of department requests to have flyers and marketing materials designed.
- Events ~ Attend JCC Fundraising events to promote on social media.

Qualifications/Desired Majors:

Arts & Design;Communications;General Studies;Open to all Majors ;

Application Materials:

Send resume and cover letter to ncaporusso@jfedsnj.org

Non-profit

YMCA of Newark and Vicinity

1 Flatbrook Road

Sandyston, NJ 07826

Camp Linwood MacDonald Internship, In-person, 3 open position(s)

Overview of position(s):

Agriculture, Food & Horticulture Major - Camp Garden Intern.

The Camp Garden Intern will establish the Camp's Vegetable & Herb Gardens & Plants. He/she will develop experiential curriculum that engages campers ages 7 – 17 in the care and harvesting of the gardens. The curriculum will also include recipes and instruction on how various plants and herbs can be used. It will also overview organic and non-organic pest control and fertilization methods with organic methods being applied. Curriculum will be organized in one hour sessions.

Arts & Design Major - Creative Arts Intern

The Creative Arts Intern will develop and implement experiential curriculum for Campers ages 7 – 17 to engage in creative arts activities. Areas for curriculum development include crafts, music, dance and/or drama. Sample of a themed crafts unit is jewelry making. Each unit shall have 4, 1 hour sessions and a single 1 hour session.

General Studies Intern – Camp History Intern

The Camp History Intern shall research the history of the Camp Property, its inhabitants and the history of the Camp and its programs through records searches, interviews and other methods. He/she shall complete a summary that includes history, significant milestones and stories of those who were impacted by experiences of the Camp. He/she shall review and label photos and other memorabilia.

Natural Resources, Sustainability & Environmental Science – Natural Resources Intern

The Natural Resources intern shall inventory types and general locations of trees and shrubs within a specific area of the Camp Property. He/she will use this inventory to create curriculum that will provide campers ages 7 – 17 (differentiated levels) with experiential learning opportunities that will include how to identify various types of trees, their uses, their lifespan, native/non-native species, and care. The curriculum shall have 4, 1 hour sessions and a single 1 hour session.

Responsibilities/Duties/Projects:

Agriculture, Food & Horticulture Major - Camp Garden Intern.

- Planting and care of plants
- Engage campers in care, harvesting and use of produce and herbs
- Prepare gardens and containers for future plantings
- Arts & Design Major - Creative Arts Intern
- Develop curriculum in Creative Arts
- Produce manual of curriculum and samples as appropriate
- Train Camp staff in the implementation of activities
- Prepare supply lists

General Studies Intern – Camp History Intern

- Review existing “historical” information
- Build timeline
- Research 3 groups of direct inhabitants
- Muncie Lenape Peoples
- Merring Family
- Newark YMCA / Camp
- Review and label photos and other memorabilia
- Create editable documents with findings
- Create two page historical highlights with photos

Natural Resources, Sustainability & Environmental Science – Natural Resources Intern

- Survey & Identify Trees & shrubs within specified area
- Develop curriculum in Tree ID/Ecology
- Produce manual of curriculum and samples as appropriate
- Train Camp staff in the implementation of activities

Qualifications/Desired Majors:

Agriculture, Food & Horticulture;Arts & Design;General Studies;Natural Resources, Sustainability & Environmental Science ;

Application Materials:

Send resume to frieger@newarkymca.org

Summer Day Camp Internship, In-person, 3 open position(s)

Overview of position(s):

Computer Science, Information Systems & Technology

Math & Physical Sciences

The Intern will work with the Summer Day Camp Program participants by conducting STEM projects. Required to apply an activity packet produced by "Science Explorers" which includes projects called Beaker, Brain, Incredible Inertia, Catapult, Ciaze, Awesome Air.

Civics & Government

Intern will help with activities with the mentoring program participants to help with training of the model UN and Youth and Government.

Education

Intern will work with summer day camp program participants with tutoring and activities during the program.

Responsibilities/Duties/Projects:

Computer Science, Information Systems & Technology

Math & Physical Sciences

- Conduct STEM projects with youth
- Utilize curriculum and supplies for science experiments
- Civics & Government
- Train youth in model United Nations program
- Assist in instruction of Youth & Government programming
- Education
- Tutor youth
- Monitor and participate in youth activities

Qualifications/Desired Majors:

Civics & Government;Computer Science, Information Systems & Technology;Education;Math & Physical Sciences ;

Application Materials:

Send resume to frieger@newarkymca.org.

Social Sciences & Housing Intern, In-person, 6 open position(s)

Overview of position:

The Interns will work with Supportive Service Specialists and program staff who work with the residents considered chronically homeless. This is an excellent opportunity for Social Services majors to experience firsthand and contribute to the impact of this work.

Responsibilities/Duties/Projects:

- Conduct Needs assessments.

- Connect residents with necessary services and community resources to obtain counseling in the areas of:
 - Healthcare
 - Counseling (mental care, substance abuse)
 - Life skills training
 - Employment (resume building)
 - Educational opportunity for the residents or their children.

Qualifications/Desired Majors:

Social Sciences ;

Application Materials:

Send resume to frieger@newarkymca.org

La Casa de Don Pedro

221 Broad Street, Newark. NJ 07104

ECED Summer Family Community Engagement internship, Hybrid, 10 open position(s)

Overview of position:

Students will participate in the ECED summer internship program responsible for Family and Community engagement

Responsibilities/Duties/Projects:

- Complete all beginner health and safety trainings
- Create family and community engagement activities and flyers
- Set up and break down materials at family and community events
- Create reports on engagement events
- Assist families in filling out paperwork
- Assist in arranging family engagement activities and schedules
- Copying, filing, data entry as needed
- Reviewing and learning all policies, procedures, and standards

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources; Communications; Education; General Studies; Social Sciences ; Open to all Majors ;

Application Materials:

Send resume and cover letter to Margaret Morales at mmorales@lacasanwk.org

ECED Summer Internship Property Management Program, In-person, 5 open position(s)

Overview of position:

The Property Management program summer internship will be responsible for custodial, maintenance and basic facility repairs at various centers.

Responsibilities/Duties/Projects:

- Understanding licensing requirements
- Understanding Performance standards related to health, safety and facilities
- Cleaning and sanitizing buildings, offices, facilities and playgrounds
- Creating safe spaces with furniture, equipment, and plants
- Painting and basic maintenance
- Lifting and carrying materials

Qualifications/Desired Majors:

Agriculture, Food & Horticulture; Health Professions; Manufacturing, Production, and Skilled Trades ; Natural Resources, Sustainability & Environmental Science ; Technologies & Technicians; Open to all Majors ;

Application Materials:

Students should send resume, cover letter and transcripts via email to Margaret Morales at mmorales@lacasank.org.

ECED Summer administrative internship, Hybrid, 5 open position(s)

Overview of position:

The ECED Summer administrative internship will allow the participants to learn all about the ECED program, office policies and procedures, and develop and implement quality standards.

Responsibilities/Duties/Projects:

- Receive new hire orientation trainings
- Read and understand Performance Standards
- Complete office tasks, including typing, filing, data entry, copying, creating flyers
- Research and writing reports

Qualifications/Desired Majors:

Arts & Design;Business, Entrepreneurship & Human Resources;Communications;Computer Science, Information Systems & Technology;Education;General Studies;Social Sciences ;Open to all Majors ;

Application Materials:

Send resume and cover letter to mmorales@lacasanwk.org

ECED Fiscal Summer Internship, Hybrid, 2 open position(s)

Overview of position:

The ECED Fiscal summer internship will allow students to learn fiscal policies and procedures in a non profit setting, including reviewing and creating budgets, filing financial paperwork, reviewing and researching grants.

Responsibilities/Duties/Projects:

- Review current policies and procedures
- Learn Fiscal Performance standards
- Review and create budgets
- Review and create grants
- Office work including typing, filing, data entry, spreadsheets

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources;

Application Materials:

Send cover letter and resume to mmorales@lacasanwk.org

ECED Summer Health Nursing Internship, Hybrid, 5 open position(s)

Overview of position:

The ECED Summer Health nursing Internship will provide undergraduate students interested in nursing to learn typical school nursing health and safety guidelines.

Responsibilities/Duties/Projects:

- Review and learn student health and safety guidelines
- Conduct basic child health screenings
- Record and monitor results
- Document and note follow-up when needed
- Typing, filing, copying and data entry as needed

- Learn Health Performance Standards
- Create health binders based on standards and requirements

Qualifications/Desired Majors:

Health Professions;

Application Materials:

Send resume and cover letter to Margaret Morales via email at mmorales@lacasank.org

ECED Summer Internship Health, Safety and Nutrition, Hybrid, 4 open position(s)

Overview of position:

Support ECED division with a focus on health, safety and nutritional services for our program.

Responsibilities/Duties/Projects:

- Review program policies and procedures, in alignment with standards
- Review licensing paperwork and create appropriate binders
- Review center licensing requirements via walk-through
- Create health and safety activities for program
- Develop lists of health and safety materials
- Set up classroom and/or office spaces in alignment with top quality health and safety standards
- Review menus and meal planning for nutritional guidelines
- Complete reports, data entry, filing as needed for program

Qualifications/Desired Majors:

Agriculture, Food & Horticulture; Education; Health Professions; Social Sciences ;

Application Materials:

Send resume and cover letter to Margaret Morales at mmorales@lacasank.org

ECED Summer Internship, Hybrid, 10 open position(s)

Overview of position:

The ECED Summer Internship program will provide students the opportunity to learn all aspects about the early care and education program working with children and families

Responsibilities/Duties/Projects:

- Complete all health and safety training requirements

- Support classroom instructional program
- Learn curricular practices
- Conduct components of daily schedule
- Participate in observation, coaching and feedback
- Along with teachers, supervise student activities both indoors and outdoors

Qualifications/Desired Majors:

Education;General Studies;Humanities & Languages ;Open to all Majors ;

Application Materials:

Send resume and cover letter to Margaret Morales at mmorales@lacasanwk.org

Retail Trade

Burlington County Regional Chamber of Commerce

520 Fellowship road, E 502

Mount Laurel NJ 08054

Marketing Intern, In-person, 1 open position(s)

Overview of position:

The Burlington County Regional Chamber of Commerce seeks a dynamic intern for their marketing department. You will learn all aspects of a small non –profit marketing department. From promoting the organization to engaging its members & partners.

Must have excellent interpersonal skills.

15-20 hours per week

Responsibilities/Duties/Projects:

Under the direction of the Events & Marketing Manager, intern will:

- Assist in promoting events to members & non members
 - Via Linked In, Mail Chimp, Facebook, Instagram & Twitter
 - Via Phone calls to members
- Help develop marketing pieces for events & services
- Develop tag lines & content
- Interface with design partner for marketing pieces
- Update website
- Contact members to obtain member news for the website & The Connector

- Assist in layout & content for the The Connector, our quarterly newsletter
- Assist in taking photos at events for post event publicity
- Assist with post event publicity
- Draft press releases

Qualifications/Desired Majors:

Communications; Business, Entrepreneurship & Human Resources; General Studies;

Application Materials:

Send resume and cover letter to khowell@bcrc.com

Coastal Decor

36 Beach Rd. Suite 6, Monmouth Beach, NJ 07750

Retail intern, In-person, 1 open position(s)

Overview of position:

Retail associate and designer

Responsibilities/Duties/Projects:

- Sell products
- Work with customers
- Auto Cad for floor plans
- Furniture and fabric selections
- Maintain library

Qualifications/Desired Majors:

Arts & Design;

Application Materials:

Send resume and cover letter to nicole@coastaldecoranddesign.com

STEM

Anchor House Inc.

482 Centre Street

Trenton, NJ 08611

Intern- Data Analytics, Insights and Reporting, In-person, 1 open position(s)

Overview of position:

Who We Are:

Anchor House, Inc. is headquartered in Trenton, NJ and provides shelter, school outreach, transitional and supportive housing, and street outreach to youth from Mercer County and throughout the state of New Jersey. The mission of Anchor House is to provide a safe haven where abused, runaway, homeless, aging out and at risk youth and their families are empowered to succeed and thrive. Visit our new website www.anchorhousenj.org to learn more about our agency.

Description of Internship:

This opportunity will give an undergraduate student an opportunity to gain hands-on experience performing data analysis and developing data collection processes at our agency. The intern will have the chance to work across departments at our agency including but not limited to our shelter, housing programs, mental health and outreach services.

It is an exciting time at our agency as we will have purchased/selected a new database system by the time the intern comes onboard. Our intent with purchasing a new database is to be able to capture and collect data more easily across programs and streamline some of our processes to meet both our programming and fund development needs. As we start using this database, we will also be needing to import data from our current systems into the new database.

Responsibilities/Duties/Projects:

- Interview staff to discuss their current data collection systems and needs. Work with program and administrative staff to ensure appropriate data is being collected, measured and communicated for accuracy of establishing baselines and gathering data for and reporting results.

- Enter data in various systems; create and generate reports (applicant is not expected to know systems specific to our agency like HMIS that we use to collect data - training will be provided)
- Assist with the cleanup of data and importing it into the new database
- Involved in the development of evaluation tools for our various programs including streamlining evaluation processes (i.e. making paper forms into electronic forms)
- Determine and help implement procedures to improve and maintain data integrity
- Generate reports and metrics regularly
- Review current website analytics and other online communication vehicles to identify trends and patterns (social media, e-blasts); setup and provide insight on analytics; and see if we are on target to meet metrics identified in Communications Plan
- Suggest ways to streamline data collection processes
- Monitors agency input of data, tracks quality issues and addresses discrepancies
- Trains staff and residents on database and other technology/equipment
- Provide general administrative support; performs data entry, document scanning, report running, and electronic filing as needed to support program operations
- Performs other duties as assigned

Qualifications/Desired Majors:

Qualifications

- Preferably major in Computer Science or a related field; strong interest in data analysis
- Attention to detail
- Willingness to learn new systems and applications
- A positive attitude

Desired Major(s)

Computer Science, Information Systems & Technology;

Application Materials:

Send cover letter and resume to jneiderman@anchorhousenj.org

Educational Associates, LLC T/a Huntington Learning Center

1990 Route 70 East, Suite 15

Cherry Hill, NJ 08003

Math, Science and Verbal Tutor, Hybrid, 2 open position(s)

Overview of position:

Tutoring and training of students in Math and Science, primarily, but also in Language Arts skills. The intern will learn the steps to tutor, including evaluation of skills, and how to prepare a science based, individualized program of instruction for each student.

Responsibilities/Duties/Projects:

- Student Evaluation and Scoring
- Program Development for each student
- Individualized Tutoring for students

Qualifications/Desired Majors:

Education;Math & Physical Sciences ;

Application Materials:

Send resume and cover letter to bernsteinr@hlcmail.com

National Winter Activity Center

44 Breakneck Road

Vernon, NJ 07462

STEM and Robotics Instructor, In-person, 1 open position(s)

Overview of position:

Stem and Robotics Instructor for Summer Camp

Responsibilities/Duties/Projects:

- Create curriculum and instruct STEM and Robotics to Summer Camp

Qualifications/Desired Majors:

Education;Computer Science, Information Systems & Technology;Math & Physical Sciences ;Social Sciences ;Technologies & Technicians;Life Science ;

Application Materials:

Apply via www.winter4kids.org or send resume and cover letter to sarah.fahmy@winter4kids.org

New Jersey American Water

1 Water Street, Camden, New Jersey 08102

Water Quality Intern, In-person, 2 open position(s)

Overview of position:

Responsible for collecting samples from the treatment plant or distribution system, performing routine water quality analyses.

Responsibilities/Duties/Projects:

- Responsible performing routine water quality analyses, sample custody, data entry and recordkeeping. Review and respond to water quality complaints and inquiries.

Qualifications/Desired Majors:

Life Science ;

Application Materials:

Send resume to doreene.bennett@amwater.com

STEAM 4 URBN YOUTH INC

179 Broadway Newark NJ 07102

Radical STEAM Facilitator, In-person, 5 open position(s)

Overview of position:

The S.T.E.A.M Facilitator is an extremely viable asset to the STEAM URBAN program. As a core member of our team your contribution is extremely vital (we NEED your skill sets), you are the first-hand connection between our ideologies and the students we are leading. Under the direction of the Program Direction and Program Manager, the S.T.E.A.M Facilitator executes, leads, and implements program projects, initiatives, curricula, and activities for our S.T.E.A.M Programming using our STEAM Approach framework. Successful candidates will excel at program facilitation and coordination, youth engagement, and classroom management in-person or virtual while showing mastery in clerical duties. The work will be a variety of direct service, administrative, coordination, and communication services in support of the operations of the programs. Successful educators will have stellar interpersonal skills along with above average organization and time management skills. If you love what you do in any of the S.T.E.A.M fields and want to share it with our future generation of students, we want you! This is an overall expectation. Job functions listed are not all-inclusive.

Responsibilities/Duties/Projects:

- Embody the Radical Educator mentality: “Someone who makes a conscious decision to be on the right side of change by providing Real World knowledge and impactful mentorship for the masses”.
- Facilitate the planning, coordination, and on-site/virtual execution of program projects, initiatives, curricula and activities for youth, parents, and/or site staff (“direct staff”). This is inclusive of the following:
 - After School / Saturday / Seasonal Programming
 - Workshops and/or trainings
 - Projects and presentations
 - Community service endeavors
 - Outings/field trip exposure / tours
 - Procurement of guest speakers and other Radical Educators
 - Recruitment and retention of participants
- Complete and remit all required service execution paperwork. This is inclusive of the following:
 - Monthly lesson plans the last week of the preceding month. (May vary depending on the program)
 - Daily attendance sheets signed upon completion of each program session. Complete daily program summary and upload to the shared drive folder.
 - Field trip requests. (optional)
 - Weekly invoice submitted to the finance department.
- Organize and lead a variety of small group activities with. Activities may include Arts & Crafts, Music and Movement, Interactive Sensory Play, S.T.E.M, and Therapeutic Recreational activities.
- Participant in weekly/monthly team meetings and other meetings and trainings essential to the execution of the S.T.E.A.M Programming. (Optional)
- Maintain all program materials: supplies, binder, lesson plans, t-shirts. There is always opportunity to ask for what is needed. We will make it happen!
- Setup the program in-person or virtually.
- Create a safe and engaging learning environment.
- Ensure the STEAM URBAN Teaching Framework is implemented along with your creativity and personality.
- Assist with planning and execution of programming events, as required. (Optional)

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Send resume to info@steamurban.org

Two River Gourmet Mushrooms LLC

145 Stillhouse Road

Millstone NJ 08510

Mycology - Mushroom Farming & Hydroponics, In-person, 2 open position(s)

Overview of position:

Help in day to day processes of operating a growing, Small Scale - USDA Organic Mushroom Farm. We source local inputs to create substrate that we fruit out in our state of the art 5000sqft facility. We have scaled to this new location in the last year and have recently activated our new lab space which is a great environment for interns to gain valuable experience in mycology and lab culture work. We also have initiated a large hydroponics component to our operation where we harvest the CO2 byproduct of the incubating mushrooms to enrich the atmosphere of the hydroponics room.

Two River Gourmet Mushrooms is a small-scale mushroom farm with our main location situated on a 25 acre parcel of farmland preserve in historic Millstone, N.J. We grow high quality USDA Organic mushrooms for the passionate, knowledgeable, and creative chef or home cook who desires only the finest ingredients.

Responsibilities/Duties/Projects:

- Lab Techniques
- Harvesting
- Recordkeeping
- Hydroponics

Qualifications/Desired Majors:

Agriculture, Food & Horticulture; Open to all Majors ;

Application Materials:

Send resume and cover letter to tworivergourmetmushrooms@gmail.com

Village Babies Development Center, LLC

401 Valley Street, South Orange, NJ 07079

The STEM of it all, In-person, 2 open position(s)

Overview of position:

Our interns will work under the guidance of knowledgeable aquaponics trained personnel to maintain an intentional and intensive sustainable food system through use of aquatics and soil. In collaboration with personnel, interns will be introduced to learning concepts that will allow them to operate and maintain the aquatic and hydroponic systems. Additionally, interns will engage with children ages 3-5 and introduce what they have learned about the aquaponic general cycle at an age appropriate level. The training will scaffold on their teachings and master concepts in while putting them into practice.

Responsibilities/Duties/Projects:

- Adhering to company policies, procedure, work hours, and trainings
- Maintain sustainable oxygen levels for the fish and plants
- Monitor water quality and source
- Manage and monitor fish stress
- Ensure good plant nutrient and avoid overcrowding
- Avoid overfeeding the fish

Qualifications/Desired Majors:

Natural Resources, Sustainability & Environmental Science ;Life Science ;Agriculture, Food & Horticulture;

Application Materials:

Send resume and cover letter to dana@villagebabies.com

Learned Potential

1450 Parkside Ave Ewing NJ, Unit 3

Tutor Potential's Summer "STEAM Builds" Program, Hybrid, 5 open position(s)

Overview of position:

Learned Potential is offering an internship program that focuses on helping students develop their career readiness skills. The internship involves facilitating workshops for students in the Summer camp program and STEAM Build program, which guides K-12 students in designing real

solutions to key challenges in their community. Student interns will serve as facilitators of learning for the students, helping them build their solutions, evaluate them, and prepare presentations for the Trenton City Council.

As facilitators of learning, the student interns will work closely with the Summer camp and STEAM Build program students to help them develop their solutions. This involves guiding the students through the inquiry and project-based process of exploring, building solutions, and presenting their ideas.

Responsibilities/Duties/Projects:

- Facilitating learning and problem-solving activities for students.
- Providing guidance and support to students as they work on their solutions.
- Coordinating with program staff to ensure that the workshops run smoothly and meet program goals.
- Participating in training sessions to develop skills and knowledge related to the internship program.
- Evaluating the effectiveness of the workshops and providing feedback for improvement.

Qualifications/Desired Majors:

Open to all Majors ;

Application Materials:

Send resume and cover letter to info@learnedpotential.com

Technology

The Sponsorship Concierge

2000 Oliver St Rahway NJ 07065

Digital Marketing Intern, Remote, 2 open position(s)

Overview of position:

As a digital marketing intern, you will assist in the development and execution of digital marketing campaigns for our company. You will work alongside experienced marketers to learn about the industry and gain practical experience in areas such as social media, content creation, email marketing, SEO, and analytics.

Responsibilities/Duties/Projects:

- Assist in the creation of digital marketing campaigns, including social media, email, and content marketing.
- Help with the planning and execution of SEO strategies to increase website traffic and rankings.
- Support the development of marketing collateral such as blog posts, videos, and infographics.
- Monitor and analyze website and social media analytics to identify trends and areas for improvement.
- Collaborate with cross-functional teams to ensure alignment with overall marketing goals.
- Stay up-to-date with digital marketing trends and technologies.

Qualifications/Desired Majors:

Business, Entrepreneurship & Human Resources; Communications; Open to all Majors ;

Application Materials:

Send resume to hi@thesponsorshipconcierge.com