



New Jersey Career Accelerator Internship Grant Program



Non-profit

Summer 2026 Internship Catalog

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Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

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

We are seeking a highly motivated and detail-oriented intern to support our Human Resources Department. This internship will offer an understanding a Non-Profit Human Resources Department and will be involved in Recruiting, Onboarding, HRIS, Benefits and Events. As an integrated health organization Acenda values the use of evidence-based practice or EBP's.

- Support in the recruiting process by sourcing, phone screening, updating Requisitions, creating offer letters, making offers and managing candidates along the pipeline
- Support the onboarding process for new hires, including document collection, assisting with hosting orientation meetings, and ensuring timely completion of all required forms
- Help track and report on onboarding progress and metrics
- Support the organizational effectiveness of the HR team
- Assist with the development of internal communications to be posted on our Intranet
- Prepare and modify training documents or other materials
- Gain experience in our HRIS
- Assist in answering workforce member questions about
- Assist with other projects as needed

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

Accounting and Finance Intern, In-person, 1 funded position(s)

As an Accounting and Finance Intern you will play a crucial role in supporting the accounting' finance and revenue cycle team by managing data entry, performing financial analysis, and ensuring the accuracy of financial records. Your tasks will involve reconciling financial data, processing documents, and assisting with accounting-related functions. This role offers an excellent opportunity to develop your analytical skills. As an integrated health organization Acenda values the use of evidence-based practice or EBP's.

- Assists budget manager by conducting various surveys, research, data analysis, cost-benefit analyses, and expenditure and revenue forecasting.
- Comparing financial data with forecasts and plans to determine current financial condition
- Identifying trends and variances from the data
- Help with month-end financial reports
- Help with bank statements reconciliation, as well as accounts payable and receivable
- Perform balance sheet reconciliation
- Assist with the preparation of ad hoc and other internal reports
- Ensure the completion of assigned tasks in line with established deadline
- Assists with projecting future financial needs and collaborates with budget manager and other management personnel to prepare long-term financial plans, and other budget and financial reports.
- Organizes, and maintains files, documents, and materials relating to budgetary practices according to company's policies
- Executes transactions within the integrated budget, accounting, and purchasing system, which may include purchase requisitions, contract payment vouchers, budget data entry, appropriation revisions, and salary and budget imports
- Work with co-workers to observe and compare departmental expenditures to original budget
- Assist with providing information and answers to departments regarding budgets, forecasts, surveys, financial trends, and other requested data.
- Performs other related duties as assigned

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Cape May, NJ - Mullica Hill, NJ

Behavioral Health Intern, In-person, **2** funded position(s)

This Bachelor's-level Internship provides hands-on experience in a supervised residential setting, supporting residents through trauma-informed, recovery-oriented care. Interns assist with daily living activities, co-facilitate groups, participate in treatment planning, and gain exposure to clinical documentation, crisis intervention, and multidisciplinary collaboration. This role is ideal for students or recent graduates seeking practical experience in behavioral health, social services, or human services while developing foundational clinical and professional skills.

As an integrated health organization Acenda values the use of evidence-based practice or EBP's.

- Build supportive, professional relationships with residents while learning trauma-informed and recovery-oriented engagement techniques.
- Assist residents with daily living activities to support independence, skill development, and community integration.
- Participate in the implementation of individualized rehabilitation treatment plans, gaining exposure to person-centered planning.
- Observe and actively participate in treatment team meetings, case reviews, and clinical discussions as appropriate.
- Co-facilitate psychoeducational and skills-based groups under supervision.
- Assist with completing supervised clinical documentation, including progress notes and incident reports, in accordance with agency and regulatory standards.
- Learn crisis intervention techniques and appropriate responses within a supervised residential setting.
- Assist with collaborating with a multidisciplinary team, including residential supervisors, nursing staff, directors, and medical providers.

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

Therapist Intern, In-person, 1 funded position(s)

Provide therapeutic support services to families with a history of homelessness or housing instability. Assist parents in making a successful transition to self-sufficient living and improved individual and family stability. Address directly and through linkages of trauma, loss, substance abuse, domestic violence, child abuse and neglect, mental health issues. Provide evidence-informed treatment to build positive interactions, enhance child, parent, and family well-being, and stabilize the home and family. Co-facilitate groups for parents, children, and families. Work collaboratively with your KFT peers, DCP&P and community service providers. Complete documentation consistent with program and agency requirements.

- Partner with clients to monitor adherence to their treatment plan, evaluate effectiveness, monitor progress in a timely manner and facilitate changes as required.
- Facilitate client linkages, referrals and access to appropriate treatment, community supports and medical or specialty providers according to the treatment plan
- Shadow KFT wraparound staff, and work with an active caseload of approximately 1-3 families, providing in person in home therapeutic sessions to address treatment plan goals
- Cultivate and maintain relationships with external community providers and supports.
- Assist with completing and submitting accurate reports and chart documentation in a complete and timely manner according to program guidelines and established procedures.
- Ensures quality and accuracy of written and verbal communications.
- Support the Quality/Compliance/Risk function as required.
- Performs other related duties as assigned.

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

HIM Internship, In-person, 1 funded position(s)

Acenda Integrated Health is seeking an IT Technical Specialist Intern to support the Health Information Management Department in Glassboro, New Jersey. This role involves monitoring and troubleshooting the agency's computer systems, providing support for various devices, and ensuring systems run efficiently to meet organizational needs.

- Assist with the monitoring of the agency's computer systems, assess and troubleshoot errors and lag, and update and upgrade systems
- Assist with providing necessary support for issues related to laptops, tablets, smartphones, desktops, and computer peripherals, such as printers, copiers, scanners, hard drives, and monitors
- Assist with providing technical support to workforce members and ensure systems operate effectively and efficiently to meet the organization's needs
- Other duties as assigned

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Atlantic City, NJ

Social Services Intern, In-person, **1** funded position(s)

Under the supervision of the program director and staff, the Bachelor's-level intern will support families by providing prevention services, resources, parent engagement activities, and assistance with center operations and events. Throughout the internship, the intern will build skills in navigating community resources, understanding issues affecting the program's population, maintaining accurate documentation, and collaborating effectively with coworkers, volunteers, participants, and partner agencies.

As an integrated health organization Acenda values the use of evidence-based practice or EBP's.

Under the supervision of program director and staff, intern will be able to:

- Assist with providing prevention programs, information, resources, and support to families and individuals;
- Facilitate parent engagement and parent leadership at the center;
- Assist the team with increasing the family's ability to problem solve and advocate for themselves and their children;
- Participate and assist in coordination of center operations, activities and events.

Throughout the duration of the internship, the intern will learn how to:

- Navigate community resources and become aware of social services, agencies, and community organizations
- Educate self on issues impacting program population
- Assist with completion and submission of accurate written reports and documentation per established guidelines within established time frames
- Assist with completing Level of Service (LOS) within the online reporting system
- Work collaboratively with coworkers, volunteers, participants, and agency partners.

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

Social Services Intern, In-person, **1** funded position(s)

A culturally competent and compassionate Counselor who participates in evidence-informed treatment to build positive interactions, enhance child, parent, and family well-being and stabilize the home and family. The counselor will shadow multiple weekly one-hour, home-based family therapy sessions to youth and their families. The counselor engages each family with specific goals designed to develop and strengthen the unique characteristics of that family; taking a relational approach. As an integrated health organization, Acenda values the use of evidence-based practice or EBP's.

- Participates in daily shadowing of culturally competent FFT therapists providing in-home FFT sessions to youth and their families
- Assists in ongoing assessment of problems, strengths, and needs with trained FFT therapists
- Participates in FFT weekly clinical consultation group/staff meetings
- Seeks supervision/FFT consultation once per week to ensure appropriate provision of effective services and to adhere to the FFT model
- Addresses safety concerns and enhances functioning and well-being of children and families
- Conducts self in a professional manner that positively reflects the agency culture
- Ability to establish a mutually respectful relationship, in which the family is a full partner, empowered to solve their own problems
- Attends agency and program meetings and trainings within established time frames
- Works collaboratively with coworkers and agency staff to effectively communicate and problem solve
- Ensures quality and accuracy of written and verbal communications

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

Marketing and Communications Intern, In-person, 1 funded position(s)

Acenda's award winning Brand, Marketing, and Engagement team is seeking an outgoing, motivated, and detail-oriented individual for a Marketing & Communications internship. The ideal candidate will exhibit reliability, responsibility, and flexibility. This position requires strong organizational and time management skills as well as an understanding of professional communication methods. As an integrated health organization, Acenda values the use of evidence-based practice or EBP's.

- Support teams to plan, develop and execute marketing initiatives
- Work alongside of team members to complete projects related to branding, content creation, and social media marketing
- Assist with trending blog topic research
- Assist with the creation of graphic designs for internal communications
- Assist with performing competitive market analysis to identify areas of opportunity
- Support in completing tasks for the agency's signature fundraising events
- Other duties as assigned

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

QCR Intern, In-person, 1 funded position(s)

We are seeking a highly motivated and detail-oriented intern to support our Quality, Compliance and Risk Department. This internship will offer an understanding of how to develop and implement continuous quality improvement initiatives; promote healthcare compliance; and balance risk mitigation strategies. As an integrated health organization Acenda values the use of evidence-based practice or EBP's.

- Assist in updating and editing policies, procedures, and guidelines based on industry best practices
- Assist in enhancing agency-wide trainings
- Support agency performance improvement efforts
- Support the design and implementation of an innovative process to improve efficiency within the Quality, Compliance & Risk Department
- Assist with other projects as needed

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Glassboro, NJ

Social Services Intern, In-person, **1** funded position(s)

The Social Services Intern will gain valuable experience offering services and facilitating a warm and welcoming home-like environment to local families and children. Assist in providing family friendly activities and resources within communities. As an intern, you will be involved in core services including providing information on child, maternal and family health services, economic self-sufficiency and job readiness, providing information and referral services (connection to off-site public and private resources), providing life skills training, housing services, parent education and parent-child activities. As an integrated health organization Acenda values the use of evidence-based practice or EBP's.

Under the supervision of program director and staff, intern will be able to:

- Assist with providing prevention programming, information, resources, and support to families and individuals
- Assist in the facilitation of parent engagement and parent leadership at the center
- Assist with increasing the family's ability to problem solve and advocate for themselves and their children
- Participate and assist in coordination of center activities and events

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Integrated Health Care

Acenda Integrated Health, Cape May, NJ

Clinical Counseling Intern, In-person, **1** funded position(s)

The Clinical Counseling Intern will assist in providing psychiatric education groups to clients as well as co-facilitating group therapy and shadowing individual therapy sessions in order to enhance clinical skills in anticipation of conducting therapy sessions under supervision.

- Delivering and enhancing psychiatric education material to clients on various mental health topics
- Co-facilitating group therapy
- Documenting client interactions and group therapy
- Shadowing individual therapy sessions and discussing the development of their clinical skills.
- Engaging in weekly supervision
- Adhere to the ethical standards of the educational institution as well as Acenda code of conduct.

Desired Majors: Health Professions

How to apply: [Acenda Jobs](#)

Required Documents: Resume

Non-profit

Social Services

Alternatives, Inc., Raritan, NJ

Summer Intern - HR & Communications, Hybrid, 1 funded position(s)

The Summer Intern – Communications & Recruitment Support will work collaboratively with the Human Resources and Communications teams to support recruitment marketing, digital content creation, and visual communications initiatives. This hybrid internship offers hands-on experience in nonprofit communications, recruitment branding, and digital media while providing exposure to HR operations and organizational messaging.

The intern will contribute to creative projects that support staff recruitment and public awareness efforts, while gaining practical experience with design tools, video editing, and emerging communication technologies.

Recruitment & Marketing Support

- Collaborate with Human Resources and Communications staff to design and update staff recruitment materials aligned with organizational branding and messaging.
- Assist with recruitment-focused campaigns and content to support hiring initiatives across digital and print platforms.
- Support messaging strategies that enhance recruitment outreach and candidate engagement.

Digital Media & Content Creation

- Create and edit short-form video content (video shorts/reels) using existing organizational footage for recruitment and promotional purposes.
- Perform basic video editing tasks including trimming, captioning, formatting, and optimizing content for various platforms.
- Assist with organizing, labeling, and maintaining digital media assets.

Print & Visual Materials

- Re-design and refresh print marketing materials such as rack cards, one-pagers, flyers, and informational handouts.
- Ensure visual materials are engaging, brand-consistent, and suitable for recruitment and outreach use.

Research & Innovation

- Research and evaluate communication software, digital tools, and AI-powered platforms that may support recruitment, marketing, or internal communications.
- Prepare brief summaries or recommendations outlining potential use cases, benefits, and limitations.
- Source and organize appropriate stock photography and visual assets for recruitment and communications projects.

Professional & Administrative Responsibilities

- Maintain availability during standard business hours to support hybrid work expectations, including both in-office and remote responsibilities.
- Attend scheduled meetings, check-ins, and collaborative working sessions.
- Demonstrate professionalism, reliability, initiative, and strong communication skills.
- Adhere to all organizational policies, including confidentiality and data privacy requirements.
- Provide general project support and assist with special assignments as needed.

Desired Majors: Communications;Arts & Design;Business, Entrepreneurship & Human Resources;Computer Science, Information Systems & Technology

How to apply: HR@alternativesinc.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Services

Anchor House Inc., Trenton, NJ

Intern– Data Analytics, Insights and Reporting, Hybrid, 1 funded position(s)

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.

The intern will also have the chance to work directly with our Data & Outcomes Coordinator who has vast experience analyzing, integrating, and visualizing large, longitudinal datasets across education, public health, housing, and workforce-related domains.

It is an exciting time at our agency as we are in the midst of implementing a new system, Apricot. 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. Also, as our donor database system, Eleo, is going to be upgraded, we could use some assistance overseeing this process and with reporting and analysis.

- Work with staff to ensure 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 Apricot and Eleo that we use to collect data - training will be provided)
- Assist with the continuous cleanup of data and importing it into the database
- Involved in the development of evaluation tools for our various programs including streamlining evaluation processes (i.e. utilizing Apricot to do evaluations previously done manually)
- Build forms in Apricot and troubleshoot existing ones so users can easily capture program data
- 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
- Troubleshoot issues with data collection, including ones specific to Apricot
- Monitors agency input of data, tracks quality issues and addresses discrepancies
- 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

Desired Majors: Computer Science, Information Systems & Technology

How to apply: Email ncody@anchorhousenj.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Services

Anchor House Inc., Trenton, NJ

Career Navigator Intern, In-person, **1** funded position(s)

Anchor House is launching a new Career Navigation Initiative designed to help youth move beyond simply “getting a job” and begin exploring and pursuing meaningful career paths.

Many of the youth we serve have spent their lives focused on day-to-day survival and have been told they will not amount to much. Through a trauma-informed lens, this internship helps youth challenge those misconceptions, dream bigger, and connect their strengths and interests to long-term career possibilities.

The Career Navigator Intern will play a key role in helping design and build this new initiative while working directly with youth to explore careers, remove barriers, and create actionable plans toward independence and permanent housing.

- Assist in developing Anchor House’s new Career Navigation framework
- Research and recommend appropriate career interest and aptitude assessments
- Help youth identify strengths, interests, and potential career paths
- Support youth in researching chosen career paths, including:
 - Educational and certification requirements
 - Career outlook and growth opportunities
 - Connecting with professionals in those fields for exposure and mentorship
- Help youth identify and overcome barriers to employment and education such as: transportation access obtaining identification documents, educational resources, and technology access
- Teach practical self-marketing skills such as resume and portfolio development and LinkedIn profile creation
- Help youth develop professional communication skills
- Provide encouragement, coaching, and mentoring through a trauma-informed approach
- Collaborate with staff to integrate career exploration into life skills education

Learning Outcomes the end of this internship, the intern will have:

- Experience designing and implementing a new workforce development initiative
- Experience in career coaching, mentoring, and workforce readiness
- Exposure to nonprofit program development and youth services
- Developed skills in assessment selection, career research, and resource navigation
- Hands-on experience applying trauma-informed practices with youth

Desired Majors: Education;Social Sciences ;Open to all Majors

How to apply: Email ncody@anchorhousenj.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Sports

Atlantic Baseball Confederation Collegiate League (ABCCL), Bound Brook, NJ

ABCCL Media & Marketing Intern, Hybrid, 2 funded position(s)

Atlantic Baseball Confederation Collegiate League (ABCCL) is seeking motivated college interns to support the marketing and communications arm of our organization. Interns will assist in promoting ABCCL and its family of brands, including sports facilities, training programs, and travel teams. This internship provides hands-on experience in sports marketing, media, and business operations while helping expand ABCCL's footprint across New Jersey.

- Marketing & Brand Development
- Social Media & Digital Content
- Community Outreach & Engagement
- Business & Operational Support Key Responsibilities
- Assist with planning and executing marketing campaigns for ABCCL franchises.
- Support social media content creation, scheduling, and performance tracking
- Help develop marketing materials including flyers, graphics, email content, and digital assets
- Assist with community outreach initiatives to increase brand visibility in targeted New Jersey counties
- Conduct basic market research and competitor analysis
- Support event promotion for our All Star Game and League Championship Series
- Collaborate with ABCCL leadership and coaches on branding and messaging consistency

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

How to apply: mkolesar@abccl.com

Required Documents: Cover Letter ;Resume

Non-profit

Higher Education

Atlantic Cape Community College, Mays Landing, NJ

IT Support Intern, In-person, **3** funded position(s)

This internship will be designed to correlate with academic knowledge by gaining hands-on experience configuring computer operating systems and develop troubleshooting skills to resolve technical issues. Interns will also be working alongside our ITS Help Desk team to assist with more in-depth projects and event setups.

Summer Imaging Project

- Responsible for supporting the operation and updates to classroom technology.
- Perform computer imaging procedures to all classrooms and troubleshooting computer systems for over 300 computers.

Data Entry and Analytics

- Maintain accurate software and hardware inventory for the college.
- Maintain a ticketing system queue that has a built-in knowledge base for current and past technical requests.
- Create documentation of work performed to add to the knowledge base.

Faculty and Staff Technical Support

- Assist Staff and Faculty members with technical issues through email, telephone, or in person requests.
- Assist with college events that require the use of technology, audio and visual equipment, and presentation set up.

Desired Majors: Computer Science, Information Systems & Technology;Technologies & Technicians

How to apply: [Job Opportunities | Sorted by Job Title ascending | Atlantic Cape Community College Careers](#)

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Atlantic Cape Community College, Mays Landing, NJ

HR Intern, In-person, **1** funded position(s)

This internship is designed to provide students with hands-on exposure to core HR functions within a higher education environment. The intern will support the HR team in recruitment, onboarding, benefits administration, HR systems, and employee relations while developing practical skills aligned with academic learning.

Recruiting Support

- Assist with posting job openings in NeoGov and other recruitment platforms to broaden applicant reach.
- Support the scheduling of candidate interviews.
- Prepare and assemble packets and materials for search committees.

Onboarding and Orientation

- Assist with managing employee onboarding paperwork.
- Help set up rooms, materials, and handouts for new employee orientation and training sessions.

Benefits Administration

- Support dental, vision, and other benefits billing processes.
- Assist with general administrative tasks related to employee benefits.
- Help update and maintain Workers' Compensation and OSHA logs.

Administrative Tasks and HR Projects

- Update and maintain employee records, databases, and HR logs.
- File and organize HR documents and records.
- Prepare HR-related reports using Microsoft Office applications.
- Support special HR projects such as performance management initiatives and training coordination.

HR Information Systems (HRIS)

- Assist with employee call-outs and maintenance of call-out logs.

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: [Job Opportunities | Sorted by Job Title ascending | Atlantic Cape Community College Careers](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Economic Development

Atlantic County Economic Alliance, Egg Harbor Township, NJ

Business Engagement and Outreach Intern, In-person, 1 funded position(s)

Position Overview

The Business Engagement & Outreach Intern supports ACEA's relationships with local employers, partners, and stakeholders. This structured internship integrates academic learning with practical economic development experience. The role emphasizes professional communication, relationship-building, and teamwork while engaging with local leaders and community partners

Responsibilities, Duties, and Projects

- Assist with tracking ACEA's interactions with local businesses and partners
- Support outreach efforts to employers and community stakeholders
- Help document feedback from businesses related to workforce and economic needs
- Attend meetings, site visits, and events (as appropriate) to observe engagement activities
- Assist staff in preparing materials for business meetings and partner discussions
- Support special projects related to business retention, expansion, and collaboration

Desired Majors: Business, Entrepreneurship & Human Resources; Civics & Government; Communications; Computer Science, Information Systems & Technology; Manufacturing, Production, and Skilled Trades; Technologies & Technicians

How to apply: Email mslusher@aceanj.com

Required Documents: Resume

Non-profit

Economic Development

Atlantic County Economic Alliance, Egg Harbor Township, NJ

Economic Development and Research Intern, In-person, **1** funded position(s)

Position Overview

The Economic Development & Research Intern supports ACEA's data-driven understanding of Atlantic County's economy, workforce, and key industries. This structured internship integrates academic learning with practical economic development experience. The role emphasizes professional communication, teamwork, and writing skills while working closely with colleagues and local leaders

Responsibilities, Duties, and Projects

- Conduct research on Atlantic County industries, labor trends, and economic conditions
- Compile and synthesize data from public sources, reports, and workforce tools
- Assist in preparing briefing memos, reports, and presentations for internal use
- Support grant-related research and background documentation
- Help organize and maintain research files, data sets, and reference materials
- Contribute to special projects related to regional economic competitiveness

Desired Majors: Business, Entrepreneurship & Human Resources; Civics & Government; Technologies & Technicians; Math & Physical Sciences ; Communications; Computer Science, Information Systems & Technology

How to apply: Email mslusher@aceanj.com

Required Documents: Resume

Non-profit

Museum

Battleship New Jersey, Camden, NJ

Event Coordinator Intern, In-person, **1** funded position(s)

The Battleship New Jersey is seeking a student intern interested in gaining experience planning and executing unique events on an iconic battleship. Reporting to the Events Director, the ideal candidate will bring energy, enthusiasm, and fresh ideas to help grow and diversify a robust event calendar. This intern will assist in brainstorming campaign ideas and planning weekly and monthly content, track key metrics to measure campaign success, provide content creation support for in-person events, and work across departments within the museum on integrated campaigns.

- Assist with the sales, planning, and execution of private events, including weddings, proms, birthday parties, and military ceremonies.
- Serve as a key event staff member overseeing large-scale public events, including fireworks shows, beer and music festivals, and education symposiums.
- Act as a liaison between the events department and other Battleship departments, as well as external vendors.
- Assist with the design and dissemination of event marketing materials and social media content related to events.
- Collaborate and brainstorm with the events team and other departments to evaluate and implement best practices.

Desired Majors: Open to all Majors

How to apply: Interested applicants should send a cover letter and resume to Events@battleshipnewjersey.org

Required Documents: Resume;Cover Letter

Non-profit

Child Care Services / Early Education

Blonnie's Early Learning Academy, Newark, NJ

Teacher Assistant Intern 6 - Classroom Operations & Professional Practice Focus, Hybrid, 1 funded position(s)

This internship emphasizes the professional and operational aspects of early childhood education, including classroom organization, teamwork, and professional standards.

Assist with daily classroom setup and organization

Support lesson preparation and material management

Observe professional teaching practices and supervision models

Participate in staff meetings and training sessions

Support record-keeping and classroom documentation

Reflect on career pathways in early childhood education

Desired Majors: Education; Humanities & Languages ; Social Sciences ; Math & Physical Sciences

How to apply: info@blonnieearlylearning@gmail.org

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Child Care Services / Early Education

Blonnie's Early Learning Academy, Newark, NJ

Teacher Assistant Intern 5 - Inclusive & Special Learning Support Focus, Hybrid, 1 funded position(s)

This internship provides experience supporting diverse learners, including children with varying learning styles and developmental needs, within inclusive classroom settings.

Support individualized learning activities

Assist teachers with differentiated instruction strategies

Observe inclusive education practices

Support children during structured and unstructured activities

Assist with documentation and progress observations

Participate in supervision focused on equity and inclusion

Desired Majors: Education; Social Sciences ; Math & Physical Sciences ; Humanities & Languages

How to apply: info@blonnieearlylearning@gmail.org

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Child Care Services / Early Education

Blonnie's Early Learning Academy, Newark, NJ

Teacher Assistant Intern 3 - Social-Emotional Learning Focus, Hybrid, **1** funded position(s)

This internship emphasizes social-emotional development, relationship-building, and positive behavior supports in early learning environments.

Support activities focused on emotional regulation and peer interaction

Assist teachers with conflict resolution and positive guidance

Observe and document children's social-emotional growth

Support inclusive classroom practices

Participate in discussions on trauma-informed and culturally responsive care

Assist with family engagement activities

Desired Majors: Education;Social Sciences

How to apply: info@blonnieearlylearning@gmail.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Environmental Stewardship and Restoration

Branch Brook Park Alliance, Newark, NJ

Program Associate - Nonprofit Management, In-person, 2 funded position(s)

INTERNSHIP OVERVIEW

Branch Brook Park Alliance is seeking a highly energetic Intern interested in learning about the nonprofit sector and program development. This is the perfect opportunity for someone with a commitment to improving the lives of others, with a self-starting, proactive attitude and a proven ability to focus and see tasks through to completion. Specifically, you will learn how we plan and execute programs noted on our website. www.branchbrookpark.org

The individual will work closely with all levels of the administrative team, from the President, Director of Operations, Horticulturist and Development Manager. This person will learn about the strategic planning, communication and flawless execution of a program that engages volunteers, highlights their positive impact and raise awareness for this important community work. Specific focus will be placed on your desired professional development. This position provides real learning opportunities and terrific hands-on experience in a fast-paced and results-oriented nonprofit organization.

KEY LEARNING OBJECTIVES

Each internship caters to the development need of the individual. If you are selected, the key learning objectives will be clearly defined between you and the supervisor. Together we will determine skill gaps, desired outcome of the internship experience and define a suitable plan that will culminate in an internship capstone project. Examples of key and common learning objectives with us are noted below. However, not all will apply to what you are seeking and your specific experience. Therefore, don't be deterred by the many possibilities. Instead, consider which one(s) you are interested in learning more about.

ACADEMIC LEARNING OBJECTIVES

- Learn and understand the methods involved in community engagement programs. Examples are social justice, environmental justice, stewardship programs, workforce development and social determinates of health.
- Learn and understand the methods involved in researching science-based projects. Examples are the relationships between water and soil management or photosynthesis and its effects on plant life.
- Learn about the grant management cycle.
- Learn how to gather and analyze big data to address community-identified needs.

PROFESSIONAL LEARNING OBJECTIVES

- Learn to build your communication skills online, on the phone and in-person through community engagement activities.
- Develop your public speaking skills through community engagement programs.
- Build your project management skills from inception to implementation.
- Develop your potential as a facilitator in group settings.
- Familiarize yourself with trade groups and associations.

- Learn about code of ethics.
- Learn about nonprofit trade periodicals
- Learn to build your leadership skills by leading others in service.

PERSONAL LEARNING OBJECTIVES

- Determine if working in the nonprofit sector is the right career goal for you.
- Develop your potential as a facilitator in group settings.
- Familiarize yourself with trade groups and associations.
- Learn about code of ethics
- Learn about nonprofit trade periodicals.

INTERN RESPONSIBILITIES

- Develop project plans in stewardship to Essex County Branch Brook Park and revise as appropriate to meet changing needs.
- Analyze and visualize data for the purpose of making informed decisions about our work.
- Support the grants management cycle; prospect, research, write, and impact reporting.
- Develop and implement a community outreach strategy to engage skills-based volunteers.
- You will work with the team to develop, implement, and manage our summer youth employment program known as Park Ambassadors
- Assist in creating a leadership development curriculum for Park Ambassadors.
- Motivate and empower program participants to learn workforce skills through service in Branch Brook Park.
- Lead community volunteers in Branch Brook Park in caring for the landscape.
- Outstanding organizational and time management skills.
- Proficiency in Microsoft Office programs and preferred experience with a cloud-based CRM.
- An ability to think creatively and handle multiple tasks at the same time.
- Some experience writing across social media platforms preferred.

Desired Majors: Open to all Majors

How to apply: [Internships - BRANCH BROOK PARK ALLIANCE](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Public Health and Human Services

Coalition for Food and Health Equity, Jersey City, NJ

Development & Fundraising Internship, Hybrid, 1 funded position(s)

This internship offers hands-on experience in nonprofit development and fundraising while supporting CFHE's mission to advance food access, community health, and racial economic justice. CFHE is seeking one (1) motivated and detailed oriented Development & Fundraising intern to support fundraising efforts and resource development during a critical growth period for the organization.

- Assisting with donor database management, including data entry, organization, and basic reporting
- Supporting donor stewardship efforts such as drafting acknowledgement and thank you letters, and follow-up communications
- Assisting with fundraising campaigns, including online appeals, peer-to-peer efforts, and special initiatives
- Conducting prospect and grant research to identify potential funders, partners, and sponsorship opportunities
- Supporting grant-related tasks such as proposal preparation, data gathering, and reporting support
- Assisting with planning, coordination, and on-site support for fundraising and community engagement events
- Helping prepare development materials, including pitch decks, donor briefs, and impact summaries
- Supporting storytelling and impact documentation by helping gather photos, quotes, and program highlights
- Assisting with internal tracking systems to help monitor fundraising progress and outcomes

Providing general administrative support to ensure smooth and consistent development operations

Desired Majors: Open to all Majors ;Business, Entrepreneurship & Human Resources;Communications;Education;Health Professions;Social Sciences ;Civics & Government;Arts & Design

How to apply: [Careers at Coalition for Food and Health Equity](#)

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Community Outreach / Public Health

Community FoodBank of New Jersey, Hillside, NJ or Egg Harbor Township, NJ

Monitoring, Evaluation, Accountability, and Learning (MEAL) Intern, Hybrid, 2 funded position(s)

The MEAL Summer Intern will support the Monitoring, Evaluation, Accountability & Learning (MEAL) team in advancing data-driven learning, evaluation, and accountability efforts across the Community Foodbank of New Jersey (CFBNJ). The intern will engage in general MEAL activities across departments and programs, gaining exposure to how data and evaluation inform strategy, operations, partner engagement, and neighbor outcomes.

In addition, the intern will complete one focused project tailored to their skills, academic background, and interests. This project will be scoped in collaboration with the MEAL team and will result in a tangible deliverable that contributes to CFBNJ's organizational learning and impact goals.

- Support ongoing MEAL work across the food bank, including data collection, cleaning, analysis, and documentation.
- Assist with survey efforts (partner, neighbor, and programmatic), including preparation, administration support, and analysis.
- Contribute to dashboards, learning briefs, reports, and presentations that translate data into actionable insights.
- Participate in Learning Labs, evaluation planning, and cross-functional meetings to understand how MEAL supports organizational decision-making.
- Help maintain data quality standards, documentation, and consistency across MEAL tools and systems (e.g., CRM, surveys, internal trackers).

Desired Majors: Business, Entrepreneurship & Human Resources; Computer Science, Information Systems & Technology; General Studies; Open to all Majors

How to apply: [Find A Rewarding Job at New Jersey's Largest FoodBank - Community FoodBank Of NJ](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Network of Cancer Support

Crossroads4Hope, Bedminster, NJ

Community Health Intern, Hybrid, 2 funded position(s)

The Community Health Intern will support our NJ Outreach Coordinators as they deliver public health educational programs about cancer awareness, prevention, and screening to meet the specific needs of the individuals in Bergen, Essex, Passaic, Union, Middlesex, Mercer, and Ocean Counties. Our vision has always included training the next generation of social work and public health professionals to supplement and expand our efforts as we are rolling out the Health Champion Workshop in vulnerable communities across NJ.

Responsibilities will be to assist and learn from the outreach team as they:

- Develop and provide culturally appropriate health education workshops on topics related to oncology, and cancer prevention.
- Develop educational materials as toolkits to accompany presentations for people across the cancer continuum.
- Data collection, analytics and evaluation to help inform internal policies, program and future grant funding.
- Ensure cultural competence among staff, contractors, providers and stakeholders by either providing these trainings or coordinating with partners to deliver.
- Provide informal counseling/advocacy for patients to empower community members to engage with their healthcare providers.
- Navigation and referral to appropriate screenings and community-based resources, addressing health disparities and bridging gaps in care.
- Provide interpretation and translation services, as needed.
- Attend county/state/region health coalitions to raise awareness about the organization and to network with trusted & recognizable professionals in support of the organization's larger outreach initiative.

Qualifications

- Strong analytical skills – experience with evaluating information and recommending action.
- Excellent communication skills to effectively exchange information with others.
- Ability to perform and prioritize multiple tasks with excellent attention to detail.
- Ability to handle confidential information with discretion.
- Spanish Speaker, preferred.

Desired Majors: Life Science ;Humanities & Languages ;Health Professions;General Studies;Social Sciences

How to apply: jkbiham@crossroads4hope.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Network of Cancer Support

Crossroads4Hope, Bedminster, NJ

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

We are seeking a motivated and creative Marketing Intern to join our dynamic team! This is an exciting opportunity for someone looking to gain hands-on experience in the marketing field. No prior experience is required — just a passion for learning and a drive to contribute to our marketing efforts.

Responsibilities

- Assist with creating and curating content for social media, blogs, and newsletters.
- Support digital marketing campaigns and analyze performance data.
- Help organize and execute marketing events and promotions.
- Conduct market research to identify trends and opportunities.
- Collaborate with the team on various marketing initiatives and project

Qualifications

- Strong interest in marketing, communications, or social media.
- Excellent written and verbal communication skills.
- Creative mindset with attention to detail.
- Ability to work collaboratively and take initiative.
- Basic knowledge of social media platforms and online marketing is a plus.

Desired Majors: Open to all Majors

How to apply: aobrien@crossroads4hope.org

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Network of Cancer Support

Crossroads4Hope, Bedminster, NJ

Program Development Intern, In-person, 1 funded position(s)

The Program Development Intern will support the multi-disciplinary Program Development and Delivery Team at Crossroads4Hope with the development and delivery of programs to support people impacted by cancer. Crossroads4Hope is THE safe space for people facing cancer to turn first to restore their whole being and family, we are on a mission to reduce the burden of cancer on all those affected, by closing the gaps in cancer care especially those living in vulnerable communities. The Program Development Intern will provide on-site assistance including the management of materials/tangible resources and direct interaction with members and instructors. The Program Development Intern will act as a representative of Crossroads4Hope and will work alongside the entire Program team to support efforts.

Responsibilities will be to assist and learn from the program development team and may include:

- Observe and participate in program offering and events, facilitated by multi-disciplinary team and public health team
- Engage with a range of contracted and volunteer professionals for program delivery that increase credibility, visibility and reach of our program
- Act as program ambassador by joining our health and wellness programs to update members on upcoming programs, events and ongoing services.
- Conduct reminder calls pre-program and evaluation calls post-programs
- Assist with the organization and management of on-site resources for the Program Coordinator, Support4Families Programs' Certified Child Life Specialists, and Nutrition Program Manager.
- Develop resource packets to be dispersed in member programs and outreach events
- Assist Program Coordinator with the assessment of program offerings
- Prepare program space for program and events, and organize space post-program

Qualifications

- Strong analytical skills – experience with evaluating information and recommending action.
- Excellent communication skills to effectively exchange information with others.
- Ability to perform and prioritize multiple tasks with excellent attention to detail.
- Ability to handle confidential information with discretion.
- Flexibility to adapt to changing priorities and needs.
- Exhibits compassion and cultural humility.
- Spanish Speaker, preferred

Desired Majors: Open to all Majors

How to apply: rwerner@crossroads4hope.org

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Network of Cancer Support

Crossroads4Hope, Bedminster, NJ

Social Work, In-person, 2 funded position(s)

The Social Work Intern will support our social work department by:

- Observing the social work team perform daily functions, including performing individual intakes, assessments and supportive counseling, facilitating support groups, and administrative duties, such as documentation and follow up.
- Completing new member intakes under supervision
- Observing individual and group support sessions to members with cancer and their loved ones
- Collaborating with and/or observing our Child Life Specialists to provide holistic care to members and their children
- Completing social needs assessments and connecting members to community resources needed during their cancer journey
- Advocating for members and providing guidance along their cancer journey
- Maintaining notes and documentation on sessions
- Attending weekly individual and group supervision with fellow mental health professionals to discuss and process cases and trends in program.
- Participating in staff trainings for professional development and meetings
- Learning about different social work theories and practices, especially in relation to family and group practices, and grief and loss.
- Completing well-being checks on members
- Observing and participating in community outreach events with our public health outreach team as they deliver health education and cancer awareness, prevention and access to screenings
- Observing and participating in wraparound programs, including mind-body, education and social connection programs and with our program development department

Qualifications

- Compassion, empathy and cultural humility for people facing cancer and life-altering circumstances.
- Strong analytical skills – experience with evaluating information and recommending action.
- Excellent communication skills to effectively exchange information with others.
- Ability to perform and prioritize multiple tasks with excellent attention to detail.
- Ability to handle confidential information with discretion.
- Spanish Speaker, preferred.

Desired Majors: Health Professions;Social Sciences ;Life Science ;Natural Resources, Sustainability & Environmental Science

How to apply: kschaible@crossroads4hope.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Employment Referral Services

Elevate to Even Plus, Summit, NJ

Marketing Intern, Remote, 1 funded position(s)

This role is crucial to advancing Elevate+'s mission by developing, coordinating, and evaluating marketing materials that promote community engagement. The marketing intern plays a key role in enhancing the Elevate+ Internship program for both participants and employer host partners, while also raising awareness of the Elevate+ program.

Summary of internship position:

- Creating a marketing and social media calendar.
- Proactively managing the calendar and posting across various channels, measuring engagement, and making necessary adjustments.
- Developing weekly content such as videos, posts, blogs, and polls, along with marketing materials for Instagram, LinkedIn, and Facebook.
- Creating marketing materials aimed at boosting community engagement and increasing event participation.
- Participating in and presenting calendar updates during weekly staff meetings with the Executive Director and the Chief Program Officer.

Internship Responsibilities :

- The Marketing Intern will develop, evaluate, and coordinate a variety of marketing materials for social media marketing channels to drive awareness and community engagement.
- The intern will create an engaging, robust marketing/social media content calendar for the summer and autumn of 2026. The calendar will include themes for posts and events, as well as featured stories and videos showcasing intern professional development tips and intern stories.
- The intern will develop Instagram-specific content to introduce interns to the community and coordinate the intern video stories project.
- The intern will author blog posts for use across all social media platforms (LinkedIn, Instagram, and the Elevate+ website).
- The intern will manage all aspects of the summer experience intern video project.
- The intern will coordinate outreach with interns, develop robust instructions and scripts, and facilitate interviews to capture insights into internship experiences. The intern will then edit and review the submitted content and extract pieces for features on the Elevate+ social channel.
- The intern will partner with the Elevate+ founder (executive director) and the chief program officer to increase the visibility of the Elevate+ Diversity Internship Program among potential applicants, partners, and donors.
- The intern will be responsible for developing a weekly social media strategy and managing a marketing/social media content calendar in Word or Canva, outlining the specific dates and content to be pushed through the various channels for June, July, and into mid August.

-The intern will develop online marketing materials to support the Role Model Speaker Series and regional networking events.

-The intern is responsible for participating in Elevate+ professional development sessions and creating social media recaps or stories that draw on their personal experiences at these events, along with a short recap of their takeaways from these sessions.

Desired Majors: Open to all Majors ;

How to apply: [Paid Internships for Youth | Elevate Plus](#)

Required Documents: Resume;Cover Letter ;

Non-profit

Higher Education

Essex County College, Newark, NJ

Accounts Payable Intern, In-person, 1 funded position(s)

- Participate in special projects and process improvement initiatives as assigned.
 - Assist with the processing of invoices following established procedures.
 - Prepare and maintain the Accounts Payable (AP) electronic file and folder structure for audit readiness.
 - Maintain files and documentation thoroughly and accurately.
 - Provide support with reconciliations and resolution of discrepancies by researching invoice errors and outstanding supplier balances.
 - May assist with month-end close activities including accruals, journal entries, reconciliations, and reporting.
-
- Participate in special projects and process improvement initiatives as assigned.
 - Assist with the processing of invoices following established procedures.
 - Prepare and maintain the Accounts Payable (AP) electronic file and folder structure for audit readiness.
 - Maintain files and documentation thoroughly and accurately.
 - Provide support with reconciliations and resolution of discrepancies by researching invoice errors and outstanding supplier balances.
 - May assist with month-end close activities, including accruals, journal entries, reconciliations, and reporting.

Desired Majors: Business, Entrepreneurship & Human Resources; Computer Science, Information Systems & Technology; Open to all Majors

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Essex County College, Newark, NJ

Advisor – Academics and Community Resources Intern, In-person, 1 funded position(s)

- The intern will be responsible for identifying community resources to meet the needs of students with intellectual and developmental disabilities served by the Office of Student Development and Counseling.
 - Refer students to the Learning Center for tutoring.
 - Assist with technology access, Moodle, or web services as needed.
 - Establish and maintain an accurate filing system.
 - Prepare routine, special, and ancillary reports as required.
-
- The intern will be responsible for identifying community resources to meet the needs of students with intellectual and developmental disabilities served by the Office of Student Development and Counseling.
 - Refer students to the Learning Center for tutoring.
 - Assist with technology access, Moodle, or web services as needed.
 - Establish and maintain an accurate filing system.
 - Prepare routine, special, and ancillary reports as required.

Desired Majors: Open to all Majors ;Social Sciences ;Humanities & Languages ;Education

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Essex County College, Newark, NJ

Technical Assistant-Disability Services Intern, In-person, **1** funded position(s)

- The Technical Assistant Intern will perform responsibilities related to assisting in the day-to-day operations of Disability Services in the Office of Student Development and Counseling.
 - Handle routine office functions, including managing appointments and admission of visitors, telephone coverage, and referring inquiries to the appropriate areas.
 - Assist with operational and administrative details, including workshops and special activities implementation.
 - Prepare, process, and file supply requisitions, purchase orders, and related documents.
 - Complete moderately complex and routine word-processing and transcription duties.
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- The Technical Assistant Intern will perform responsibilities related to assisting in the day-to-day operations of Disability Services in the Office of Student Development and Counseling.
 - Handle routine office functions, including managing appointments and admission of visitors, telephone coverage, and referring inquiries to the appropriate areas.
 - Assist with operational and administrative details, including workshops and special activities implementation.
 - Prepare, process, and file supply requisitions, purchase orders, and related documents.
 - Complete moderately complex and routine word-processing and transcription duties.

Desired Majors: Social Sciences ;Open to all Majors

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu.

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Essex County College, Newark, NJ

Computing Support Specialist/IT Operations Aide Intern, In-person, **2** funded position(s)

- Monitor, control, and operate data processing for IT Operations.
- Assist in the scheduling of computer operations and the assignment of personnel to the various tasks required for computer functions.
- Identify and report hardware and software malfunctions.
- Assist with diagnosis and correction of malfunction.
- Verify that reports and other output are complete.

- Monitor, control, and operate data processing for IT Operations.
- Assist in the scheduling of computer operations and the assignment of personnel to the various tasks required for computer functions.
- Identify and report hardware and software malfunctions.
- Assist with diagnosis and correction of malfunction.
- Verify that reports and other output are complete.

Desired Majors: Computer Science, Information Systems & Technology;Technologies & Technicians

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Essex County College, Newark, NJ

Teacher Assistant Intern, In-person, **2** funded position(s)

- Assist one or more Group Teachers with the daily activities of the Child Development Center on Campus.
- Assist teachers in planning and maintaining a safe, clean learning environment that assures the safety and well-being of the children in his/her care.
- Assist with planning and implementing activities developmentally appropriate and in accordance with the philosophy, practices, and curriculum objectives of the Center.
- Observe and report any suspected abuse, or questionable behaviors, and maintain anecdotal records and accident reports following established policies and procedures.

- Assist one or more Group Teachers with the daily activities of the Child Development Center on Campus.
- Assist teachers in planning and maintaining a safe, clean learning environment that assures the safety and well-being of the children in his/her care.
- Assist with planning and implementing activities developmentally appropriate and in accordance with the philosophy, practices, and curriculum objectives of the Center.
- Observe and report any suspected abuse, or questionable behaviors, and maintain anecdotal records and accident reports following established policies and procedures.

Desired Majors: Social Sciences ;Education;Humanities & Languages ;Arts & Design

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu

Required Documents: Cover Letter ;Resume;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Essex County College, Newark, NJ

Financial Aid Student Service Specialist Intern, In-person, 2 funded position(s)

- Provide a full range of customer service and student support services to students and the general public by responding to inquiries and requests for information and assistance in person, online, or by telephone.
 - Assist students in completing the financial aid application.
 - Assist during student orientation to inform students of the student services processes, procedures, and policies, including admissions, testing, and the financial aid process.
 - Assist students in navigating the student portal, web services, and other online student services.
 - Input and scanning of documents accurately to maintain student records.
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- Provide a full range of customer service and student support services to students and the general public by responding to inquiries and requests for information and assistance in person, online, or by telephone.
 - Assist students in completing the financial aid application.
 - Assist during student orientation to inform students of the student services processes, procedures, and policies, including admissions, testing, and the financial aid process.
 - Assist students in navigating the student portal, web services, and other online student services.
 - Input and scanning of documents accurately to maintain student records.

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Essex County College, Newark, NJ

Graphic Design/Marketing Intern, In-person, **2** funded position(s)

- Assist the Marketing and Public Relations Department with writing articles and producing marketing publications including newsletters, brochures, and direct mailers.
- Design graphics that will be used for the College website, social media, e-mail blasts, mobile app, digital billboards, digital marketing, and more.
- Create and curate visually compelling content (photos, videos, stories, and graphics) for our social media platforms.
- Capture dynamic footage and photos at various on-campus events.

- Assist the Marketing and Public Relations Department with writing articles and producing marketing publications, including newsletters, brochures, and direct mailers.
- Design graphics that will be used for the College website, social media, e-mail blasts, mobile app, digital billboards, digital marketing, and more.
- Create and curate visually compelling content (photos, videos, stories, and graphics) for our social media platforms.
- Capture dynamic footage and photos at various on-campus events.

Desired Majors: Arts & Design;Communications;Computer Science, Information Systems & Technology;Technologies & Technicians;Humanities & Languages

How to apply: All applicants are required to submit a resume, a cover letter, a recommendation letter from a faculty member, college transcripts, and a career assessment report for consideration in the internship program to ssaintj2@essex.edu

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Girl Scouts

Girl Scouts Heart of NJ, Westfield, NJ and Newark, NJ

External Affairs Intern, Hybrid, 1 funded position(s)

The External Affairs Intern will support the launch and growth of Girl Scouts Heart of New Jersey's newly established External Affairs Department. This role is designed for a highly motivated student interested in public policy, advocacy, nonprofit leadership, community engagement, and systems thinking.

The intern will contribute to expanding large-scale program opportunities, advancing advocacy and coalition-building efforts, supporting research and data collection, and helping develop functional systems that strengthen cross-departmental collaboration. This is a hands-on learning opportunity that offers exposure to statewide advocacy work, external partnerships, and strategic initiatives that directly support girls' leadership, confidence, and access to opportunity.

The intern may support the department in the following areas:

Advocacy & Coalition Building

- Support research related to state and local policy issues impacting girls and youth (e.g., out-of-school time, education, STEM, mental health)
- Assist with advocacy tracking tools, legislative research, and relationship mapping
- Support coordination with advocacy coalitions and partner organizations
- Help prepare briefing materials, talking points, and summaries for meetings and public hearings

Large-Scale Program & Partnership Support

- Assist in tracking and documenting large-scale programs and signature events with external partners
- Support outreach preparation for partners, sponsors, and collaborators
- Help capture program impact stories that can be leveraged for advocacy, funding, and visibility

Data Collection, Research & Systems Development

- Support data collection related to partnerships, advocacy efforts, and program reach
- Assist in organizing shared trackers, databases, and internal tools that support cross-departmental coordination
- Help document processes and workflows for the External Affairs Department as it is being built

Cross-Departmental Support

- Assist in gathering information from internal departments to support coordinated external engagement
- Support development of internal guidance tools (e.g., "when to engage External Affairs")

- Participate in meetings and planning sessions to gain exposure to nonprofit leadership and strategy

Desired Majors: Civics & Government; Communications; Social Sciences

How to apply: [Girl Scouts Heart of New Jersey Homepage](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Girl Scouts

Girl Scouts Heart of NJ, Westfield, NJ

Member Recruitment Intern, Remote, 1 funded position(s)

This position will assist Member Recruitment efforts by attending community events, speaking about Girl Scouting opportunities, and establishing relationships that result in prospective membership leads.

- Help promote Girl Scouting and increase awareness throughout the local community via recruitment sessions to form new troops, recruit adult volunteers, and register new girl members.
- Help deliver engaging hands-on activities for girls and caregivers at events.
- Help perform administrative tasks to aid in the preparation and execution of recruitment events.
- Collaborate with designated staff to fulfill event goals and assist in recruitment efforts.
- Communicate the Girl Scout mission, including the Girl Scout Leadership Experience, its benefits, and its impact on girls and their communities.
- Represent the Girl Scout brand through consistent, professional presence and communication methods.

Desired Majors: Education;Communications;Social Sciences

How to apply: [Girl Scouts Heart of New Jersey Homepage](#)

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Girl Scouts

Girl Scouts Heart of NJ, Westfield, NJ

Member Support Intern, Remote, 1 funded position(s)

The Membership Intern will assist the council's Member Support team during a key operational period focused on data clean-up as we prepare for the upcoming membership year. The intern will gain hands-on experience with Salesforce, our case management system, and play an active role in maintaining data accuracy while also gaining exposure to nonprofit operations, member services, and adapting our business practices to maintain compliance with evolving data privacy laws.

- Learn and use our CRM platform, Salesforce and Hybris, our Assisted Service Mode
- Learn to run weekly reports in Salesforce to support Member Support operations
- Review, update, and maintain member and troop data to ensure accuracy and consistency
- Support compliance efforts related to new and evolving data privacy laws
- Assist with archiving outdated data by learning processes to disband troops that have graduated or are no longer continuing.
- Create shell troops so the team can quickly accommodate new troops that will be forming in the upcoming year.

Desired Majors: Business, Entrepreneurship & Human Resources; Communications; Computer Science, Information Systems & Technology; General Studies

How to apply: [Girl Scouts Heart of New Jersey Homepagegshnj.org](http://GirlScoutsHeartofNewJerseyHomepagegshnj.org)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Child Care

Glassboro Child Development Centers, Glassboro, NJ

Classroom Support Services, In-person, 8 funded position(s)

Classroom Support Services intern positions will assist Site Directors with meeting the needs of students, especially those experiencing increased challenges. Possessing strong organizational skills and efficient work habits are qualities sought in this position. In return, the Classroom Support Services Intern will receive hands on experience with students in the areas of SEL support, wellness, behavior management, academic remediation and student coaching through a variety of enrichment activities

- Assist in accessing or connecting special services available in the students' community
- Develop safe, interactive, social and behavioral individual educational activities for children
- Implement applicable student behavioral and academic interventions
- Assist with virtual and in person family engagement activities
- Assist in the maintenance, cleanliness and safety of all equipment
- Assist with data collection for funding reports
- Attend required agency meetings and trainings

Desired Majors: Arts & Design;Business, Entrepreneurship & Human Resources;Civics & Government;Communications;Computer Science, Information Systems & Technology;Education;Engineering;Agriculture, Food & Horticulture;Health Professions;Humanities & Languages ;Life Science

How to apply: [Careers - Glassboro Child Development Centers](#)

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Health Care Service Provider

HMH Hospitals Corp - Center for Discovery and Innovation, Nutley, NJ

Research Internship, In-person, **20** funded position(s)

Research Internship at HMH-CDI provides an authentic and rigorous introduction to the world of biomedical research. Research Interns, embedded in HMH-CDI's labs, are offered critical, hands-on experience contributing to meaningful projects under the close guidance of expert mentors. The program is designed to build a strong foundation of practical skills and critical thinking, solidifying their passion for science and preparing them for the next steps in their academic and professional journeys.

Responsibilities and duties of a Research Intern

- Assists in performing research tasks assigned by the Principal Investigator (Lab Head) or Laboratory Supervisor:
 - Assists in designing and performing experiments.
 - Maintains accurate notes and records of all research performed.
 - Performs data collection and interpretation of results.
 - Creates reports from analysis of initial observations and conclusions.
 - Uses necessary equipment to perform studies.
- Assists in supporting general laboratory functions including but not limited to equipment maintenance and restocking.
- Maintains lab space.
- Learns about and shares with laboratory members the latest advances in laboratory techniques being used.
- Communicates issues to the Principal Investigator and/or Laboratory Supervisor.
- Other duties and/or projects as assigned.
- Adheres to HMH Organizational competencies and standards of behavior.

Research projects lie within the HMH-CDI Research Focus Areas

- Cancer: Hematologic malignancies & solid tumors
- Infectious Diseases: High-threat bacterial, fungal, and viral infections
- Immunology: Cell-based and other immunotherapies
- Behavioral and Neurocognitive Health

Desired Majors: Life Science ;Health Professions

How to apply: A. Fill in application for Research Intern position on the website [Search our Job Opportunities at Hackensack Meridian Health](#) B. Email your resume, cover letter and transcripts to ruth.brown@hmh-cdi.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Health and Human Services

Hoboken Community Center, Hoboken, NJ

Development & Operations Intern, Remote, **1** funded position(s)

The Development & Operations Intern will support the Hoboken Community Center's fundraising, communications, and pantry operations through donor research and data management, website review and content updates, and pantry inventory tracking and reporting. This role provides hands-on experience in nonprofit development and program operations while directly contributing to initiatives that address food and housing insecurity in Hudson County.

- Assist with donor research, prospect identification, and basic data entry
- Update and maintain donor profiles with employment, engagement, and event history
- Support analysis of lapsed donors and preparation of outreach lists
- Review and assess the organization's website for usability and effectiveness
- Research comparable nonprofit websites and recommend improvements
- Assist with approved website content and structure updates
- Support pantry inventory data entry, tracking, and basic reporting
- Assist with data organization for program and grant reporting

Desired Majors: Civics & Government; Communications; Education; Computer Science, Information Systems & Technology; General Studies; Social Sciences

How to apply: angelas@hobokencc.org, chesleighm@hobokencc.org

Required Documents: Resume

Non-profit

Affordable Housing

Housing and Community Development Network of New Jersey, Trenton, NJ

Policy Intern- Housing and Legislation, Hybrid, 2 funded position(s)

Policy Interns will support HCDNNJ's policy and advocacy work related to housing, community development, and equity. Interns will gain experience in legislative research, policy tracking, and advocacy support. Alongside daily policy work, the intern will participate in weekly professional development sessions covering fund development, policy and advocacy, branding and marketing, and healthy homes and community development. These sessions are designed to help the intern apply academic learning to real-world policy work, build transferable skills, explore multiple program areas, and grow professionally.

- Track state and federal housing legislation and policy changes
- Attend meetings, hearings, and webinars and prepare summaries
- Research housing plans, master plans, and policy documents
- Support advocacy campaigns and member education efforts
- Assist with fact sheets, policy briefs, and presentations

Desired Majors: Civics & Government; Communications; Social Sciences ; Open to all Majors

How to apply: wprevard@hcdnnj.org

Required Documents: Resume; Cover Letter

Non-profit

Affordable Housing

Housing and Community Development Network of New Jersey, Trenton, NJ

BuildNJ Intern, Hybrid, 1 funded position(s)

The BuildNJ Intern will support HCDNNJ's community development training initiatives. The intern will gain hands-on exposure to nonprofit development, project planning, and training coordination. Alongside program coordination and research work, the intern will participate in weekly professional development sessions led by HCDNNJ staff and partners on fund development, policy and advocacy, branding and marketing, and healthy homes and community development. These sessions ensure the intern applies academic learning to nonprofit development work, gains transferable skills, explores multiple areas of practice, and builds strong professional networks.

- Assist with BuildNJ program coordination and participant support
- Help track community development training projects, participants, and program outcomes
- Support event and training logistics (registration, materials, follow-up)
- Conduct research on development tools, funding, and best practices
- Help prepare summaries, reports, and presentations

Desired Majors: Social Sciences ;Open to all Majors ;Manufacturing, Production, and Skilled Trades ;Engineering;Civics & Government;Business, Entrepreneurship & Human Resources

How to apply: wprevard@hcdnnj.org

Required Documents: Resume;Cover Letter

Non-profit

Affordable Housing

Housing and Community Development Network of New Jersey, Trenton, NJ

Healthy Homes and Communities Intern, Hybrid, 1 funded position(s)

The Healthy Homes & Communities Intern will support outreach and education efforts focused on housing stability, homelessness prevention, and healthy living environments and community-based outreach efforts, with a focus on the Neighborhood Empowerment and Safety Training program (NEST). In addition to program-specific responsibilities, the intern will take part in weekly professional development sessions focused on fund development, policy and advocacy, branding and marketing, and healthy homes and community development. These sessions help connect classroom knowledge to community work, build career-ready skills, and strengthen professional confidence and networks.

- Help develop outreach materials and resource guides for residents of NEST target communities
- Research housing, homelessness prevention, and health-related resources
- Support NEST outreach and training activities
- Support data collection and tracking of activities related to NEST program
- Help support volunteers and staff in efforts

Desired Majors: Civics & Government; Communications; Health Professions; Natural Resources, Sustainability & Environmental Science ; Open to all Majors ; Social Sciences

How to apply: wprevard@hcdnnj.org

Required Documents: Resume; Cover Letter

Non-profit

Affordable Housing

Housing and Community Development Network of New Jersey, Trenton, NJ

Communications and Media Intern, Hybrid, **1** funded position(s)

The Communications & Media Intern will support HCDNNJ's outreach, storytelling, and digital engagement. This is a structured learning experience focused on applying classroom skills in communications, marketing, and media to real community development work. In addition to hands-on communications work, the intern will participate in weekly professional development sessions led by HCDNNJ staff and partners. These sessions focus on fund development and grant writing, policy and advocacy, branding and marketing, and healthy homes and community development, ensuring the intern connects classroom learning to real nonprofit work, builds career-ready skills, gains exposure to multiple program areas, and develops professional confidence and networks.

- Research and develop content for social media, newsletters, and website updates
- Assist in building and managing a communications calendar tied to HCDNNJ programs
- Draft outreach materials for trainings, events, and member initiatives
- Track engagement metrics and help analyze what content performs best
- Support storytelling around housing and community development work

Desired Majors: Civics & Government; Communications; Social Sciences ; Open to all Majors

How to apply: wprevard@hcdnnj.org

Required Documents: Resume; Cover Letter

Non-profit

Environment

Hunterdon Land Trust, Flemington, NJ

Conservation Intern, In-person, 1 funded position(s)

The Conservation Internship engages with multiple facets of land preservation, from conservation easement monitoring to ecological stewardship, to create a well-rounded perspective on the strategies and practices of conservation in New Jersey.

1. To become familiar with the many career tracts in land conservation and stewardship.
2. To learn about the variety of types of preserved land and get hands-on experience with conservation and agricultural easement monitoring.
3. To engage in land stewardship guided by local ecological research to increase the biodiversity and resilience of forests, meadows, and riparian areas of Hunterdon County.

Complete weekly conservation easement research & monitoring visits (40%)

- Read conservation easements and conduct guided monitoring visits for land protected in perpetuity, including properties preserved for conservation, open space, and agriculture.
- Use ArcGIS software to map monitoring visits and write reports; training in ArcGIS Pro, Field Maps, and OnX Hunt will be regularly provided.

Engage in monthly stewardship projects (40%)

- Learn about a different issue in land stewardship each month and execute a hands-on project that addresses that issue at one of HLT's 8 preserves (deer browse, Beech Leaf Disease, invasive species, etc.).
- Complete assigned reading of 1-2 research papers that guide that month's project.
- Assist with volunteer communication and coordination for monthly volunteer events, and work with the Stewardship Coordinator to plan for and teach at the workdays.
- Execute hands-on stewardship work within these projects across all preserves, such as tree planting maintenance, invasive species management, bluebird box monitoring, and trail creation and improvement.
- Work with regional experts in ecology and build a network across many conservation organizations throughout New Jersey.

Participate in occasional environmental education opportunities (20%)

- Help lead a stewardship program for our environmental education partners who teach at our preserves.
- Learn how to engage young budding conservationists through natural history interpretation and building lasting connections to nature.
- Participate in public guided educational nature walks across preserves, with the opportunity to develop and lead a program.

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

How to apply: Please submit a cover letter, resume, and contact information for 2 references as a single PDF document to Sarah Crosby, Stewardship Coordinator (sarah@hunterdonlandtrust.org), by Friday, March 13th.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Education and Workforce Development

HydraEarth Network, New Brunswick, NJ

Marketing & Communications Intern, Remote, 1 funded position(s)

This internship provides experience in marketing and communications for a nonprofit organization. Interns will assist with content creation, social media management, and promotional efforts to increase awareness of programs and initiatives. Interns will gain skills in digital marketing, content strategy, and audience engagement, while contributing to the organization's outreach and mission impact.

Create content for social media, newsletters, and marketing materials

Assist with email campaigns and social media strategy

Support branding and messaging consistency

Help track engagement metrics and provide reports

Collaborate with staff on outreach and communications campaigns

Desired Majors: Arts & Design;Communications;Business, Entrepreneurship & Human Resources;Open to all Majors ;

How to apply: [HydraEarth Network - Building a Sustainable Future](#)

Required Documents: Resume;Cover Letter ;

Non-profit

Community Center

Lakeland Hills Family YMCA, Mountain Lakes, NJ

Health & Fitness Intern, In-person, 1 funded position(s)

The Health & Fitness Intern supports the daily operations and member experience within the Health & Fitness Center while gaining hands-on experience in a mission-driven, community-based wellness environment. This internship is designed for students pursuing careers in exercise, wellness, health promotion, rehabilitation, or community health.

Under the guidance of the Senior Program Director and Health & Fitness leadership team, the intern will assist with fitness floor support, member engagement, program assistance, and administrative projects while gaining exposure to integrated wellness programming, chronic disease prevention, and nonprofit operations.

Member Experience & Fitness Floor Support

- Create a welcoming, inclusive, and supportive environment for all members
- Assist members with basic fitness equipment use and safe movement practices
- Support eGym orientations and basic data tracking under staff supervision
- Monitor the fitness floor for safety, cleanliness, and organization
- Reinforce YMCA policies and procedures in a positive and professional manner

Program & Wellness Support

- Support group exercise, small group training, and specialty programs through observation and assistance
- Support chronic disease and neuro-focused programs (Parkinson's, MS, memory care, older adult fitness) through observation and assistance
- Help prepare equipment and spaces for programs and classes
- Observe certified trainers, instructors, and wellness professionals to gain practical experience

Administrative & Project Support

- Assist with attendance tracking, basic reporting, and program organization
- Support marketing and outreach efforts including schedules, flyers, and promotions
- Assist with special events, orientations, and community engagement initiatives
- Participate in department meetings, trainings, and professional development opportunities

Professional Development

- Gain hands-on experience in community-based wellness and nonprofit operations
- Receive mentorship from experienced health and fitness professionals
- Develop professional communication, leadership, and customer service skills
- Learn how fitness, wellness, and health coaching integrate within a YMCA setting

Desired Majors: Open to all Majors

How to apply: kellyn@lhymca.com

Required Documents: Resume;Cover Letter

Non-profit

Community Center

Lakeland Hills Family YMCA, Mountain Lakes, NJ

Data Analyst Intern, In-person, 1 funded position(s)

The Data Analyst Summer Intern will play a key role in supporting the YMCA's data-driven initiatives. This internship is ideal for a student who enjoys problem-solving, working with data, and transforming insights into meaningful recommendations. You'll gain hands-on experience with real organizational datasets, learn how a nonprofit uses analytics, and collaborate with cross-functional teams to support membership, fitness, program enrollment, and community impact efforts.

Essential Functions

- Collect, clean, and organize data from multiple YMCA systems (membership, program registration, surveys, etc.).
- Assist in building dashboards and reports to support decision-making across departments.
- Conduct data analysis to identify trends in membership, program usage, attendance, revenue, and community engagement.
- Support ongoing data quality and data governance efforts.
- Create visualizations that make findings easy to understand for non-technical staff.
- Help prepare presentations or summaries of insights for leadership teams.
- Participate in team meetings and provide input on process improvements.
- Perform other administrative or project-based tasks as needed

Desired Majors: Open to all Majors

How to apply: jonathano@lhymca.com

Required Documents: Resume; Cover Letter

Non-profit

Civil Legal Assistance to Low-income New Jerseyans

Legal Services of New Jersey, Edison, NJ

LSNJLAW HJotline Internship(s), In-person, **8** funded position(s)

LSNJ: Legal Services of New Jersey (LSNJ) coordinates the statewide Legal Services system, which provides free legal assistance to low-income New Jerseyans for their civil legal problems. LSNJ strives to secure substantive and procedural justice for those living in poverty and embraces the vision of full access to essential civil legal aid for all economically disadvantaged people who cannot secure a lawyer on their own.

AVAILABLE POSITIONS: LSNJ has 8 paid summer internships available with the LSNJLAW Hotline. These positions are in-person (NOT remote). Our offices are located at 100 Metroplex Drive in Edison New Jersey, which is within walking distance from the Edison train station. LSNJ is an EOE.

LSNJLAW HOTLINE INTERNSHIPS: The LSNJLAW Hotline provides advice and referral to low-income people facing civil legal issues in New Jersey. The majority of our work involves family and tenancy issues; however, Hotline staff give advice to self-represented individuals in matters from bankruptcy to wills and estates.

RESPONSIBILITIES:

- Reach out promptly to applicants for services who have submitted an online intake to confirm receipt of their submission and schedule or conduct an intake interview. Verify applicant identity and contact information, clarify presenting issues, set expectations re: next steps, and follow up on missing information to ensure efficient handoff for attorney review.
- Answer queue calls from new applicants for services or from previous clients, greeting callers professionally, triaging urgent issues, and managing multiple calls using the Hotline's call-management system.
- Screen callers for the type(s) of legal problem(s) they are experiencing, across common hotline areas; evaluate and document income eligibility using income and asset guidelines and criteria; and determine if the case type is one that falls within LSNJ's programmatic guidelines
- Interview the prospective client following a questionnaire script for the particular case type/problem, conducting structured, empathetic interviews and adapting to caller needs.
- Enter, in real-time, information into the Hotline's computerized case management database in a clear and concise manner—creating and updating client records, call notes, eligibility determinations, and issue codes with accuracy and attention to detail; tagging priority matters, deadlines, referrals, or supervisory review and attaching electronic documents as directed; and adhering to confidentiality, data integrity, and quality-control protocols.
- Interns will participate in both Hotline-specific and LSNJ-wide trainings, as well as intern orientation.

LEARNING GOALS:

- Gain firsthand insight into a variety of civil legal issues by working directly with low-income New Jerseyans; observe systemic barriers faced by callers and how legal assistance addresses those need; and reflect on professional responsibility, access to justice, and the ethics of serving a vulnerable client population.

- Engage in active listening; learn/employ de-escalation techniques; navigate challenging conversations, e.g., distressed callers, language access issues, and cultural considerations; and maintain a courteous, trauma-informed approach.
- Strengthen professional judgement and teamwork in a legal environment by collaborating with attorneys, paralegals, and fellow interns.
- Improve client interview and case management skills by managing a dynamic call queue with punctuality, accountability and attention to detail suited to a high-volume legal services setting.

DESIRED MAJOR(S) & QUALIFICATIONS: This opportunity is open to any undergraduate or graduate student or recent graduate, but may be of particular interest to students studying political science, sociology, psychology, criminal justice, or labor and management relations or considering a career in law. The position requires sensitivity and attention to detail. We seek applicants with a strong commitment to the public interest.

Desired Majors: Open to all Majors ;Social Sciences ;General Studies;Health Professions;Humanities & Languages ;Civics & Government;Communications;Business, Entrepreneurship & Human Resources

How to apply: If interested, please apply by submitting a resume and cover letter to internships@lsnj.org.

Required Documents: Resume;Cover Letter

Non-profit

Civil Legal Assistance to Low-income New Jerseyans

Legal Services of New Jersey, Edison, NJ

LSNJ Software Engineer Intern, In-person, **1** funded position(s)

LSNJ: Legal Services of New Jersey embraces the vision of full access to essential civil legal aid for all economically disadvantaged people who cannot secure a lawyer on their own. This belief in the importance of legal assistance to indigent people stems from an underlying concern with fairness, and a conviction that important legal needs of individuals should be addressed.

AVAILABLE POSITIONS: LSNJ has 1 part-time paid software engineering summer internship. This position is in-person (NOT remote). Our offices are located at 100 Metroplex Drive in Edison New Jersey, which is within walking distance from the Edison train station. LSNJ is an EOE.

LSNJ SOFTWARE ENGINEERING INTERNSHIP: Legal Services of New Jersey (LSNJ) seeks a software engineering intern to join our technology team, which supports the statewide New Jersey Legal Services system. Candidates should have experience with modern front-end frameworks like Angular. This position is overseen by the Managing Senior Software Engineer. Our environment consists of a statewide network with nearly 700 users, over 100 servers, Docker, Kubernetes, GIT, Microsoft Team Foundation Server, VMware, Enterprise Class Network Infrastructure, Network Faxing, Exchange Clustering, SQL Farm, CMS, DMS, and IIS. Our web and development applications are used by clients, partners and internal staff. We adhere to weekly sprints and utilize JIRA for project planning. Code reviews are incorporated with each JIRA issue. You will be working with a team of 4 developers on a variety of modernization projects underway in our organization.

RESPONSIBILITIES & LEARNING GOALS:

- Rewriting existing front ends using modern UI frameworks.
- Migrating static website content to a Content Management System.
- Participate in daily scrum, in code reviews.
- Provide suggestions to improve functionality and accessibility of our websites and applications.
- Ensure your work is thoroughly documented.

Through this internship, the selected candidate will not only enhance software engineering skills, but gain the unique opportunity to apply these hard skills toward public interest goals and for use by staff, partners, the general public, and low-income and other vulnerable New Jerseyans.

QUALIFICATIONS: We seek undergraduate or graduate applicants with a commitment to public interest and the following desired skills and qualifications:

- Knowledge of Object-oriented Programming
- Knowledge of relational databases

- Angular (or similar front end framework)
- Bootstrap (responsive web design)
- HTML5 and CSS
- JavaScript
- RESTful services and APIs
- Front end and mobile first design
- Ability to write clean and maintainable object-oriented code
- Excellent debugging and problem solving skills.

Desired Majors: Technologies & Technicians;Engineering;Computer Science, Information Systems & Technology

How to apply: If interested, please apply by submitting a resume and cover letter to internships@lsnj.org and techjob@lsnj.org.

Required Documents: Resume;Cover Letter

Non-profit

Civil Legal Assistance to Low-income New Jerseyans

Legal Services of New Jersey, Edison, NJ

LSNJ Summer Internship - Development, In-person, **1** funded position(s)

Legal Services of New Jersey (LSNJ) is seeking an enthusiastic, driven, and mission-oriented intern to join our development team. Our development team is responsible for the design and execution of a strategic development plan that maximizes financial support from both the public and private sectors to support the mission and work of the New Jersey Legal Services system.

- Assist with planning, organizing, and executing ongoing fundraising events and campaigns
- Help manage donor relations and assist with donor communication efforts, including emails, reports, newsletters, and social media outreach
- Support data entry and maintain up-to-date records of donor information and event details, to support donor cultivation
- Conduct research on potential funding opportunities, including private and public grants and corporate sponsorships
- Assist with grant writing and editing and, when relevant, conduct research to support grant applications
- Collaborate with team

Desired Majors: Open to all Majors

How to apply: EReading@lsnj.org

Required Documents: Resume; Cover Letter

Non-profit

Civil Legal Assistance to Low-income New Jerseyans

Legal Services of New Jersey, Edison, NJ

LSNJ Poverty Research Institute (PRI) Intern, In-person, 1 funded position(s)

LSNJ: Legal Services of New Jersey (LSNJ) coordinates the statewide Legal Services system, which provides free legal assistance to low-income New Jerseyans for their civil legal problems. Through its work, LSNJ strives to secure substantive and procedural justice for those living in poverty. LSNJ embraces the vision of full access to essential civil legal aid for all economically disadvantaged people who cannot secure a lawyer on their own. This belief in the importance of legal assistance to indigent people stems from an underlying concern with fairness, and a conviction that important legal needs of individuals should be addressed.

AVAILABLE POSITIONS: LSNJ has 1 paid summer internship available with our Poverty Research Institute (PRI). This position is in-person (NOT remote). Our offices are located at 100 Metroplex Drive in Edison New Jersey, which is within walking distance from the Edison train station. LSNJ is an EOE.

LSNJ PRI INTERNSHIP: Legal Services of New Jersey (LSNJ) seeks a detail-oriented Intern for its Poverty Research Institute (PRI). The intern will conduct research and data analysis on issues related to poverty in the state. This internship is an excellent opportunity for students who are passionate about social justice to contribute meaningfully to improving the lives of New Jerseyans experiencing deprivation, while simultaneously advancing their research skills.

RESPONSIBILITIES & LEARNING GOALS:

- Develop concise, data-driven policy reports for internal and external audiences.
- Monitor & summarize policy developments and legislative changes related to PRI's focus areas.
- Identify potential data sources for research projects on emerging policy issues.
- Clean and analyze quantitative data to support PRI's ongoing projects.
- Create compelling data visualizations, charts, and graphs to communicate findings.
- Support advocacy related to poverty.

This internship will enable the selected candidate to:

- Contribute to meaningful projects that create a positive impact on New Jerseyans experiencing True Poverty.
- Gain hands-on experience in policy research and data analysis within a nonprofit setting.
- Strengthen your professional portfolio of research, data analysis, and written work.
- Receive mentorship from experienced staff members to support your research skills and career growth.

DESIRED MAJOR(S) & QUALIFICATIONS:

- Advanced undergraduate student, graduate student, or recent graduate in public policy, sociology, economics, or a related social science field.
- Strong research and analytical skills, with the ability to synthesize complex information and quantitative data from various sources.

- Exceptional written and oral communication skills
- Proficiency with Microsoft Excel; familiarity with SPSS and GIS software is a plus.
- Ability to work independently and manage multiple tasks

Desired Majors: Civics & Government; Humanities & Languages ; Social Sciences

How to apply: If interested, please apply by submitting a resume and cover letter to internships@lsnj.org.

Required Documents: Resume; Cover Letter

Non-profit

Museum

Liberty Hall Museum, Union, NJ

Museum Collections Internship, In-person, **1** funded position(s)

Liberty Hall Museum seeks one summer intern to work with items in the museum's collection of historic accessories. Under the supervision of the museum's Curator of Collections, they will conduct research on previously un-researched and uncatalogued items from the eighteenth through twentieth centuries, including shoes, fans, hats, gloves, parasols, hair accessories, and more, create object records for each item in the museum's collections management database, photograph them, and safely rehouse these items in archival containers in order to ensure their long-term preservation. The intern will also gain experience identifying, documenting, and remediating preservation concerns in a museum's collection.

- Conduct research on historic accessories, including identifying their creator(s), a date range for their manufacture, materials, historical context, and other information that will support the future exhibition and preservation of these items
- Create object records in PastPerfect, the museum's collections management database; document the object's location, identifying details, creator, date of creation, provenance, and other relevant information
- Label and safely rehouse items in archival-quality containers in order to ensure their long-term preservation
- Document the condition of items, including identifying and documenting preservation concerns; assist in the remediation of preservation concerns when necessary
- Identify item(s) for an Object of the Month mini-exhibition, write exhibit text for a public audience, and place objects on display; create a social media post about this object
- Perform additional collection management tasks as needed

Desired Majors: Humanities & Languages ;Social Sciences

How to apply: kquigley.libertyhall@gmail.com

Required Documents: Resume;Cover Letter

Non-profit

Museum

Liberty Hall Museum, Union, NJ

Archival Internship, In-person, **1** funded position(s)

Liberty Hall Museum seeks one summer intern to contribute to the museum's archival remediation project. The intern will work with the Curator of Archives to assist in arranging, describing, and rehousing Liberty Hall Museum's vast collection of documents spanning from the eighteenth through the twentieth centuries, as well as updating and improving the collection's finding aid in order to ensure researcher access. The intern will also have the opportunity to create a social media post for the museum, highlighting a document or documents of particular historical significance. Additionally, the intern will help identify preservation concerns and assist in the remediation of preservation concerns when necessary.

- Describe archival documents, including their author, recipient, date/ date range, and/or historical context
- Arrange archival documents into the collection's corresponding series, maintaining a logical organizational structure for researchers
- Update the collection's finding aid when appropriate, including making revisions to the structure and organization of the collection
- Safely relocate record boxes into the museum's climate-controlled collections storage building
- Identify and document preservation concerns; assist in the remediation of preservation concerns when necessary
- Rehouse items into archival-safe containers when necessary
- Perform additional archival management tasks as needed

Desired Majors: Social Sciences ;Humanities & Languages ;Communications

How to apply: kayla.doyle@kean.edu

Required Documents: Resume;Cover Letter

Non-profit

Museum / STEM Education

Liberty Science Center, Jersey City, NJ

SciTech Scity Healthcare Program Intern, In-person, **2** funded position(s)

As a Healthcare Program Intern at SciTech Scity, you will work on the cutting-edge initiatives of the Healthcare Innovation Engine, collaborating with startups, healthcare providers, and academic institutions to address systemic healthcare challenges. Your focus will be on supporting the development, evaluation, and implementation of digital health technologies designed to improve health equity, enhance care access, and address chronic disease management.

You will gain hands-on experience with innovation in healthcare technology and play a key role in creating blueprints for digital-first healthcare approaches in local communities. This position offers a unique opportunity to shape the future of healthcare in a dynamic, multi-stakeholder environment.

The Healthcare Program Intern will report to the Senior Innovation Program Manager and work closely with the Healthcare Program Manager.

DUTIES:

- Assist with coordinating pilot projects with startups, healthcare providers, and other stakeholders to deploy digital health technologies.
- Support the evaluation and analysis of pilot outcomes, focusing on effectiveness, scalability, and health equity.
- Contribute to the development of an integrated, anonymized data-sharing platform and streamline data collection, developing material to support data governance.
- Assist in creating digital blueprints and evidence-based case studies for technology implementation in healthcare.
- Other responsibilities, as assigned

PROJECTS:

- Develop a pilot handbook for startups and application process for pilots that will help startups through their pilot process
- Develop guidelines for data collection for pilots, assessing and analyzing data policies and procedures and working with established hospital frameworks
- Lead the creation of a case study draft of one of the pilots

Desired Majors: Business, Entrepreneurship & Human Resources;Health Professions;Social Sciences
;Life Science ;Open to all Majors

How to apply: [Liberty Science Center :: Careers at LSC](#)

Required Documents: Resume;Cover Letter

Non-profit

Child Care

LIFE Four Corners CDC, Burlington, NJ

Early Childhood Teacher, Hybrid, 2 funded position(s)

The Early Childhood Teacher Intern will support infant, toddler, and preschool classrooms during the summer months. This hands-on internship is designed for students pursuing careers in early childhood education who want real classroom experience in a licensed, community-based childcare and preschool setting.

- Assist with social media content (Facebook, flyers, announcements, campaigns)
- Support marketing projects such as event promotions, enrollment outreach, and branding
- Help organize digital files, forms, and basic administrative systems
- Assist with community partnerships, donation requests, or outreach initiatives
- Support data entry, tracking, or reporting as needed
- Contribute ideas for family engagement and marketing strategies
- Assist with summer events, programs, or fundraising activities
- Gain exposure to childcare business operations and compliance

Desired Majors: Education

How to apply: life4corners@gmail.com

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Child Care

LIFE Four Corners CDC, Burlington, NJ

Elementary Education Teacher Intern, In-person, **1** funded position(s)

The Elementary Education Intern will work with school-age children (approximately ages 5–12) in our summer program. This role supports enrichment activities, academic reinforcement, and recreational programming in a structured yet fun summer environment.

- Support group activities, enrichment lessons, and summer learning experiences
- Assist with reading, math games, STEM activities, and homework support
- Help plan and lead arts, crafts, and recreational activities
- Provide active supervision during indoor and outdoor play
- Support positive behavior management and social skills development
- Assist with field trips and special events
- Serve as a positive role model for school-age children
- Collaborate with staff to maintain a safe and engaging environment

Desired Majors: Education

How to apply: life4corners@gmail.com via email

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Child Care

LIFE Four Corners CDC, Burlington, NJ

Business & Marketing Intern, In-person, **1** funded position(s)

The Business & Marketing Intern will support administrative, marketing, and community-outreach efforts at LIFE Four Corners. This internship is ideal for students interested in nonprofit management, small business operations, marketing, or communications within a community-focused organization.

- Assist with social media content (Facebook, flyers, announcements, campaigns)
- Support marketing projects such as event promotions, enrollment outreach, and branding
- Help organize digital files, forms, and basic administrative systems
- Assist with community partnerships, donation requests, or outreach initiatives
- Support data entry, tracking, or reporting as needed
- Contribute ideas for family engagement and marketing strategies
- Assist with summer events, programs, or fundraising activities
- Gain exposure to childcare business operations and compliance

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: email life4corners@gmail.com

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Development

Malcolm Jenkins Foundation, Piscataway, NJ

Assistant Digital Content Creator, Remote, 1 funded position(s)

Summary (Overview of Position):

The Assistant Digital Content Creator will support the development of engaging and educational multimedia content for MJF's programs, including career readiness and financial literacy initiatives. This role is perfect for a creative and innovative student passionate about using digital media to educate and empower youth. The intern will work closely with MJF's marketing and education teams to produce high-quality digital content that aligns with the foundation's mission.

Learning Opportunities:

Gain hands-on experience in digital content creation within an educational and nonprofit setting.

Make a tangible impact on youth empowerment and career readiness.

Develop technical skills in multimedia production and e-learning tools.

Responsibilities, Duties and Projects:

Design and produce dynamic e-learning content for career readiness and financial literacy programs.

Create multimedia assets, including videos, infographics, and graphics, to engage youth audiences.

Work alongside storytellers and mentors to develop compelling narratives that connect youth with career opportunities.

Collaborate with educational specialists to ensure that content aligns with learning objectives.

Utilize e-learning development tools to enhance digital learning experiences.

Assist in maintaining MJF's digital platforms, including website updates and content organization.

Analyze audience engagement and suggest improvements for content effectiveness.

Desired Majors: Open to all Majors

How to apply: Submit your resume via email to interns@themalcolmjenkinsfoundation.org with the subject line: "Summer 2026 Internship Application – [Your Name]"

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Development

Malcolm Jenkins Foundation, Piscataway, NJ

Social Media Specialist, Remote, 1 funded position(s)

The Social Media Specialist will help strengthen MJF's digital presence by creating, curating, and analyzing content across various social media platforms. This role is ideal for students interested in social media strategy, content marketing, and digital storytelling within the nonprofit sector. The intern will play a vital role in expanding MJF's reach and engagement while supporting its mission-driven campaigns.

- Develop and schedule social media posts across multiple platforms (Instagram, Twitter, Facebook, LinkedIn).
- Assist in crafting engaging captions, hashtags, and calls-to-action aligned with MJF's brand voice.
- Monitor audience engagement, respond to comments, and foster meaningful digital conversations.
- Research social media trends, best practices, and emerging digital tools to enhance engagement.
- Track and analyze key performance metrics, generating reports to inform content strategy.
- Collaborate with the content team to integrate social media into MJF's storytelling and advocacy efforts.
- Support the planning and execution of digital campaigns for fundraising, awareness, and community programs.
- Assist in creating multimedia content such as reels, graphics, and short-form videos to boost engagement.

Learning Opportunities:

- Gain hands-on experience in social media strategy within a nonprofit organization.
- Work closely with professionals in digital marketing, content creation, and brand development.
- Develop technical skills in content creation, audience engagement, and performance analytics.
- Contribute to meaningful storytelling that amplifies social impact and community engagement.

Desired Majors: Open to all Majors

How to apply: Submit your resume via email to interns@themalcolmjenkinsfoundation.org with the subject line: "Summer 2026 Internship Application – [Your Name]"

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Aerospace and Technology

National Aerospace Research & Technology Park, Egg Harbor Township, NJ

Internship - Technology Operations and Administrative Support Intern, In-person, **1** funded position(s)

Internship - Technology Operations and Administrative Support Intern

Company & Contact Information

National Aerospace Research & Technology Park (NARTP)

600 Aviation Research Boulevard

Egg Harbor Township, NJ 08234

Summary (Position Overview)

The Technology Operations and Administrative Support Intern will assist the Director of Technology and Operations with a blend of technical tasks, system management, and administrative coordination in a cutting-edge aerospace research and technology environment. This internship emphasizes hands-on technical involvement in infrastructure maintenance, data handling, and process optimization, while incorporating essential organizational support to ensure seamless operations. It is designed as a structured, educational experience that integrates academic learning with practical applications in aerospace technology, systems management, and operational efficiency.

Responsibilities, Duties, and Projects

Monitor and maintain technology systems, including software tools, hardware setups, and document management platforms

Support data collection, analysis, and reporting for operational projects, using tools for troubleshooting and solution documentation

Research emerging technologies relevant to aerospace operations and contribute to process mapping or tool evaluations for efficiency improvements

Assist with scheduling, calendar management, file organization, and preparation of technical reports, presentations, and correspondence

Coordinate with team members, including the part-time attorney, on compliance-related tasks such as tech-enabled document systems and vendor interactions

Participate in special projects focused on operational enhancements, resource tracking, and interdisciplinary teamwork

Learning Objectives

Develop technical skills in systems management, data analysis, and problem-solving within an aerospace technology context

Gain insights into how integrated technology and administrative operations drive organizational goals in research environments

Enhance analytical, multitasking, and communication abilities through exposure to real-world projects and collaboration with leadership

Build foundational knowledge of aerospace stakeholders, compliance processes, and emerging tech trends

Designated Supervisor

Rocco Mancuso, Director of Technology and Operations

Resources Provided by Employer

Workspace, access to technology tools, software, internal systems, office resources, and mentorship from the Director, CEO/President, and part-time attorney as needed.

Desired Major(s)

Information Technology, Computer Science, Engineering, Operations Management, Business Administration, Communications, or related fields.

How to Apply

Submit resume and brief statement of interest to rocco.mancuso@nartp.com

Internship - Technology Operations and Administrative Support Intern

Company & Contact Information

National Aerospace Research & Technology Park (NARTP)

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Egg Harbor Township, NJ 08234

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Desired Major(s)

Information Technology, Computer Science, Engineering, Operations Management, Business Administration, Communications, or related fields.

How to Apply

Submit resume and brief statement of interest to rocco.mancuso@nartp.com

Desired Majors: Computer Science, Information Systems & Technology;Engineering

How to apply: rocco.mancuso@nartp.com

Required Documents: Resume

Non-profit

Government

New Jersey Office of the Public Defender, Trenton, NJ

NJOPD Law Student Internship, In-person, 15 funded position(s)

NJOPD offers a hands-on experience working with attorneys, investigators, and staff in providing our clients the best possible legal representation. During volunteer internships/externships, students gain real-world experience assisting with investigations, client communication, research and writing, trial preparation and advocacy, as well as excellent training and mentorship opportunities. Opportunities are available year-round and statewide.

NJOPD provides first class legal representation to indigent individuals at both the trial and appellate levels. While the majority of our attorneys defend individuals charged with criminal offenses, we also represent individuals whose children have been removed based on allegations of abuse and neglect (Office of Parental Representation), children who have been removed (Office of Law Guardian), individuals involuntarily committed to State psychiatric facilities (Office of Mental Health Advocacy), those who have been convicted of sex offenses and are facing Megan's Law tier classification (Special Hearings Unit), and individuals seeking post-conviction relief (Conviction Integrity Unit). Our attorneys also represent clients in Recovery Court and Intensive Supervision Program matters, and as part of our Forensic Science Unit.

Law students in their rising 2nd and 3rd year who intern/extern with NJOPD assist attorneys and staff with case preparation, litigation, and ongoing and/or systemic projects related to the representation of NJOPD clients.

- Conducting legal research and analysis
- Drafting motions, briefs, memoranda, and reports
- Assisting with trial preparation
- Participating in client and witness interviews
- Observing and appearing in courtroom proceedings
- Attending training programs

Desired Majors: Open to all Majors

How to apply: [Internships](#)

Required Documents: Resume; Cover Letter

Non-profit

Arts and Culture

Newark Museum of Art, Newark, NJ

Intern, Media and Production, In-person, 1 funded position(s)

The Intern, Media Production supports the Museum's public programs, events and digital engagement by assisting with the creation, capture, editing, and distribution of multimedia content. The intern works closely with the Program & Media Producer, Production Coordinator, and the rest of the Public Programs Department to document programs, camps, member events, and exhibition openings, and to help share this content across the Museum's YouTube and social media platforms. Through hands-on involvement in live events and behind-the-scenes production, the intern will gain firsthand experience in how media production enhances museum programming and audience engagement beyond the galleries. As part of a summer internship cohort, the intern also engages with museum professionals and peers through structured programming, including lunchtime sessions, staff meetings, and other museum programs.

Responsibilities:

- Assist with creating, capturing, editing, and sharing media during museum programs, camps, member events, and exhibition openings.
- Support the posting and organization of content for the Museum's YouTube channel and social media platforms.
- Serve as a production assistant during programs and live events.
- Work alongside the Programs team, Program & Media Producer, and Production Coordinator to set up and operate audiovisual equipment, including microphones, speakers, video monitors, projectors, lighting, and related technology.
- Help organize, maintain, and inventory production equipment.
- Participate in departmental meetings and assist with additional media- or program-related tasks as needed.
- Present a summary of internship experience and key takeaways to museum leadership at the conclusion of the internship.

Desired Majors: Arts & Design; Education; Humanities & Languages ; Social Sciences ; Communications

How to apply: [Career Center | Recruitment](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Arts and Culture

Newark Museum of Art, Newark, NJ

Intern, Conservation, In-person, **1** funded position(s)

The Intern, Conservation works directly with the Conservator to gain hands-on experience in the care, preservation, and treatment of works at the Museum. The intern supports conservation activities through object examination, documentation, research, and supervised treatment, while also assisting with lab organization and preventative care efforts. This internship offers an introduction to professional conservation practice and insight into how conservation supports exhibitions, collections care, and public programs. As part of a summer internship cohort, the intern also participates in structure professional development opportunities, including lunchtime sessions, staff meetings, and other museum programs.

Responsibilities:

- Assist with the examination and documentation of the collections at the Museum.
- Photograph objects for condition reporting and treatment documentation.
- Conduct research on artworks, artists, materials, and conservation techniques.
- Perform entry-level conservation treatments under the direct supervision of the Conservator.
- Assist with laboratory maintenance and organization.
- Design and create appropriate housing or supports for artworks as needed.
- Attend conservation, department, and internship-related meetings.
- Present a summary of internship experience and key takeaways to museum leadership at the conclusion of the internship.

Desired Majors: Arts & Design; Education; Humanities & Languages ; Social Sciences

How to apply: [Career Center | Recruitment](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Arts and Culture

Newark Museum of Art, Newark, NJ

Intern, Decorative Arts, In-person, 1 funded position(s)

The Intern, Decorative Arts will research the history, culture, and key figures of the Ironbound neighborhood in Newark, with a focus on Latinx, Portuguese, and Brazilian communities. This research will support the development of a future installation at The Ballantine House, highlighting the experiences of Ironbound communities past and present. The intern will work closely with the Associate Curator, Decorative Arts to select one or two communities for focused research and will gain hands-on experience conducting scholarly and public-facing research. As part of a summer internship cohort, the intern also engages with museum professionals and peers through structured programming, including lunchtime sessions, staff meetings, and other museum programs.

Responsibilities:

- Conduct research on the history, culture, and key figures of selected Ironbound communities in Newark, emphasizing Latinx, Portuguese, and Brazilian populations.
- Compile, organize, and summarize findings to inform the development of a future museum installation.
- Utilize a range of resources including secondary sources, archival materials, maps, online sources, and other relevant materials.
- Participate in departmental meetings and share progress and key insights.
- Present a summary of internship experience and project outcomes to museum leadership, including the Director/CEO, at the end of the internship.
- Support the Curatorial Department with additional curatorial-related tasks as needed.

Desired Majors: Arts & Design; Education; Humanities & Languages; Social Sciences

How to apply: [Career Center | Recruitment](#)

Required Documents: Resume; Cover Letter; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Affordable Housing

Northern Ocean Habitat for Humanity, Toms River, NJ

Social Media and Marketing Intern, In-person, **1** funded position(s)

The Social Media and Marketing Intern will work closely with the ReStore and Marketing Department. They will gain experience in outreach, marketing efforts, creative design concepts, social media management, increased social media visibility, photography/videography, and copywriting. The following are the responsibilities of the position:

Listing items for sale for the Northern Ocean Habitat's ReStore Facebook Group page, responding to customer messages, and updating inventory sold

Collaborate with staff to understand appropriate topics, issues, and events relevant to Northern Ocean Habitat to generate content for social media platforms

Help create a weekly / monthly social media calendar for the ReStore

Create collateral on Canva for social media and the Habitat Happenings newsletter

Use omni-channel social media to increase volunteer recruitment

May be requested to go on a build site or fundraising event

Report social media analytics monthly

Desired Majors: Arts & Design; Business, Entrepreneurship & Human Resources; Communications; General Studies

How to apply: lpeck@northernoceahabitat.org

Required Documents: Resume; Cover Letter

Non-profit

Environmental Advocacy, Conservation and Education

NY/NJ Baykeeper, Matawan, NJ

Baykeeper Urban STEM Intern, Hybrid, 1 funded position(s)

The Urban Environmental STEM Internship provides hands-on experience in marine biology, water quality monitoring, habitat restoration, and STEM education. Interns support two core programs: Ocean Pathways Summer Career Exploration Program and the Rink-2-Reef Oyster Garden and Water Quality Program.

Key Responsibilities:

Rink-2-Reef Oyster Garden & Water Quality Program

- Construct, monitor, and maintain oyster gardens at Kearny Point, Liberty State Park, and Monmouth Boat Club.
- Conduct water quality testing (nitrates, salinity, turbidity).
- Collaborate with partner schools (e.g., Lincoln HS, Red Bank HS, Central Regional HS).

Ocean Pathways Summer Career Exploration Program

- Lead field-based STEM activities (kayaking, biodiversity assessments, water quality sampling).
- Facilitate career readiness workshops and mentorship sessions.
- Collect participant feedback and support program evaluation.

Community Engagement & Advocacy

- Support Junior Baykeeper STEM Day (stormwater demos, shell painting, touch tank activities).
- Represent Baykeeper at community events and share information on water quality and restoration.

Desired Majors: Computer Science, Information Systems & Technology; Natural Resources, Sustainability & Environmental Science ; Life Science ; Education; Engineering; Math & Physical Sciences

How to apply: keion@nynjbaykeeper.org

Required Documents: Transcripts (used to verify applicant is a student at a NJ IHE) ; Resume; Cover Letter

Non-profit

Environmental Advocacy, Conservation and Education

NY/NJ Baykeeper, Matawan, NJ

Baykeeper Community Engagement & Environmental Justice Intern, Hybrid, 1 funded position(s)

The Community Engagement & Environmental Justice Internship focuses on environmental equity, community-based advocacy, and public education. Interns support Ocean Pathways, Rink-2-Reef, and community engagement initiatives addressing water quality, restoration, and environmental justice in the NY/NJ Harbor Estuary.

Key Responsibilities:

Ocean Pathways Career Exploration Program

- Co-facilitate career readiness workshops on advocacy and equity.
- Lead field-based STEM activities (kayaking, biodiversity assessments, environmental storytelling).
- Collect participant feedback and prepare impact summaries.

Rink-2-Reef Oyster Garden & Water Quality Program

- Engage schools in discussions on urban environmental challenges.
- Use water quality data to support community presentations and advocacy.
- Assist with oyster garden maintenance and public education.

Community Engagement & Advocacy

- Co-lead Junior Baykeeper STEM Day activities (EJ workshops, stormwater demos, ecosystem art).
- Represent Baykeeper at community events and develop educational materials.

Desired Majors: Social Sciences ;Humanities & Languages ;General Studies;Education;Communications;Civics & Government;Business, Entrepreneurship & Human Resources;Natural Resources, Sustainability & Environmental Science

How to apply: keion@nynjbaykeeper.org

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Services

Pa'Lante Leaders, Englewood, NJ

Social Media Intern, Hybrid, **1** funded position(s)

The Pa'Lante Social Media & Content Internship provides hands-on experience in nonprofit communications, branding, and community engagement. Interns support Pa'Lante's digital presence by creating content, managing posts, and leading small campaigns that reflect our mission and impact.

- Create and schedule social media content (graphics, captions, reels, stories)
- Post 2-3 times per week across Instagram, Facebook, and LinkedIn
- Review and edit content for clarity, branding, and tone
- Design and lead one mini social media campaign
- Track engagement analytics and reflect on performance
- Collaborate with partner organizations or school clubs for cross-promotion
- Maintain a shared content calendar and folders
- Participate in biweekly check-in meetings

Desired Majors: Open to all Majors

How to apply: intern@palanteleaders.com

Required Documents: Resume; Cover Letter

Non-profit

Healthy Living, Youth Development and Social Responsibility

Raritan Valley YMCA, East Brunswick, NJ

Fitness Intern, In-person, 2 funded position(s)

Under the direction and supervision of the Senior Program Director, the Fitness Intern will support the YMCA staff team in physical activity program planning and facilitation to a variety of audiences. In this role, the employee will carry out the mission of the YMCA by fostering the development of spirit, mind and body and incorporating the four core values of Caring, Honesty, Respect and Responsibility in their daily activities.

1. Work closely with department staff on program planning and execution.
2. Teach and/or coordinate fitness and sports programs and events as planned.
3. Plan and promote programs, special events, and wellness education.
4. Attend staff, community, and YMCA Board or committee meetings.
5. Plan and coordinate a senior wellness social.
6. Support the Wellness Center fitness program operations, providing members orientations and guidance.
7. Design a 8-week youth fitness program that incorporates goals and pre and post fitness testing. Present the results of the program in a visible format.

Desired Majors: General Studies; Health Professions; Open to all Majors

How to apply: [2026 - 2027 Raritan Valley YMCA Internship Application](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Healthy Living, Youth Development and Social Responsibility

Raritan Valley YMCA, East Brunswick, NJ

Business and Finance Intern, In-person, 1 funded position(s)

Under the direction and supervision of the Chief Executive Officer, the Business and Finance Intern will have two major areas of responsibility. The student is responsible for assisting with assigned duties in the finance office. The position will also encompass learning the business operations side of the YMCA, as non-profit organization. In this role, the employee will learn and carry out the mission of the YMCA and must be willing to incorporate the four core values of Caring, Honesty, Respect and Responsibility in their daily activities.

1. Understand and adhere to all Raritan Valley YMCA's policies and procedures.
2. Assumes accountability for tasks assigned in the finance office. This may include working with accounts payable, bank reconciliations, creation of reports, graphs, charts, etc., reviewing files, researching problems or gathering data.
3. Follows established association procedures and policies relative to assignments.
4. Learn the point-of-sale software system, run reports as requested, acquire statistics, input required data for budget and finance matters. Become familiar with accounting and payroll software basics and assist with accounting tasks.
5. Provide written materials for work as requested.
6. Perform business functions such as review of financial reports, the completion and processing of applications, employment forms, and grant documentation.
7. Serve as a positive role model at all times by promoting the YMCA mission and values through the delivery and development of staff and member services. Maintain a professional manner and confidentiality of one's work.
8. Communicate with supervisor regularly on status of work.
9. Choose and complete a project that will benefit YMCA operations and advance interns individual educational and professional development goals.
10. Attend all staff meetings, training sessions and special events as required.
11. Perform other job duties as requested and necessary.

Desired Majors: Business, Entrepreneurship & Human Resources; Civics & Government; General Studies; Open to all Majors

How to apply: [2026 - 2027 Raritan Valley YMCA Internship Application](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Healthy Living, Youth Development and Social Responsibility

Raritan Valley YMCA, East Brunswick, NJ

Health and Wellness Intern, In-person, 2 funded position(s)

Under the direction and supervision of the Senior Program Director, the Health & Wellness Intern will support the YMCA staff team in health and wellness program planning and facilitation to a variety of audiences. In this role, the employee will carry out the mission of the YMCA by fostering the development of spirit, mind and body and incorporating the four core values of Caring, Honesty, Respect and Responsibility in their daily activities.

1. Work closely with department staff on program planning and execution.
2. Plan, teach and/or coordinate daily programs and events that deliver health education, parenting, and family care messages.
3. Write weekly press releases, parent newsletter articles, and conduct social media campaigns related to health and wellness. Develop marketing concepts, proposals, and event promotions as assigned.
4. Produce a monthly wellness education or special event program for members. Conduct and/or assist in seeing the calendar of events to fruition.
5. Assist or lead camper health education. Conduct and/or assist in seeing the calendar of events to fruition.
6. Attend staff, community, and YMCA Board or committee meetings to accomplish tasks.
7. Design, develop and implement your own community-based family, child or adult wellness program in service to or collaboration with another agency, community or group in need, but representing the YMCA.
8. Design a 12-week youth health education program that incorporates goals and pre and post testing to measure success of program conducted. Present the results of the program in a visible format.

Desired Majors: General Studies; Health Professions; Life Science ; Social Sciences ; Open to all Majors ; Agriculture, Food & Horticulture

How to apply: [2026 - 2027 Raritan Valley YMCA Internship Application](#)

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Development and Learning, Community Development and Empowerment

Sheila Y. Oliver Foundation, Newark, NJ

Programming and Development Intern, Hybrid, **2** funded position(s)

The Sheila Y. Oliver Foundation, which was created in honor of the late New Jersey Lt. Governor Sheila Y. Oliver, is seeking a passionate and dedicated Programming and Development Intern to assist with a number of initiatives that directly support our mission of empowering underserved communities to achieve both economic and social success, as well as educating and developing young women of color who are interested in government, public policy, and community organizing.

This internship will offer valuable, hands-on experience in the non-profit sector, providing the opportunity to learn about organizational and program development, fundraising, community outreach and engagement, and event planning, while contributing to our organization in an impactful way and building out your social network. The Programming and Development Intern will work directly with the President and closely with other members of the organization.

Responsibilities:

Development/Fundraising:

Assist with donor and sponsor research and prospect identification

Help with grant writing and proposal development

Manage donor databases and update contact information

Support overall event planning, including our annual tentpole fundraising event, the “Sheila Y. Oliver Legacy Brunch”

lay a significant role in the execution of the event, including logistics and tacking, outreach and troubleshooting

Marketing/Communications:

Work directly with our marketing/comms agency partner, join bi-weekly meetings and help guide the agency deliverables

Outline engaging content for the website, social media, and newsletters

Assist in the creation of marketing materials and press releases

Monitor social media accounts

Assist with media outreach and public relations activities

Program Support:

Support program development by conducting data research and analysis

Assist with program implementation and participant recruitment

Support community outreach efforts and engagement initiatives

Help to facilitate workshops and training sessions as needed

Qualifications:

An interest in non-profit work and social change

Excellent written and verbal communication skills

Proficiency in Google Suite and Microsoft Office Suite

Detail-oriented with strong organizational skills

Ability to work independently and as part of a team

Desired Majors: Business, Organizational Leadership, Marketing/Communications, Political Science, Social Work and other similar areas of study

Benefits:

Opportunity to network with professionals across the government, political, educational, business and community engagement fields in New Jersey

Develop skills in organizational and program development, fundraising, community outreach and engagement, grant writing, event planning, social media management

Exposure to managing and working with a third-party agency partner

Gain valuable experience in the non-profit sector

Contribute to continuing the meaningful work and legacy of the late NJ Lt. Governor Sheila Y. Oliver and her mission of empowering those in need

To Apply: Please submit your resume and a brief cover letter detailing your interest in this internship to: contact@sheilaoliver.com.

Event Management/Operations

The intern will get first-hand experience assisting in the pre, day-of and post-event management/operations for the annual Sheila Y. Oliver Legacy Brunch, which is essentially our premiere fundraising event and biggest event we will host this year. The intern will be brought into weekly committee meetings, as well as weekly meetings with our agency/vendors and be able to assist and understand what goes into planning and executing a successful, largely attended, high-profile event.

PR/Comms

The intern will hone in on the PR/Comms for our organization. They will help to manage our news website, help contribute ideas for potential press stories and help coordinate any press opportunities. They will learn valuable skills related to PR/Comms that they will be able to utilize as transferable skills in other areas.

Social Media Marketing

Intern will help to manage our social media platforms and have the opportunity to ideate, create and implement social media campaigns to help promote both our tentpole event and the organization at-large.

Programming Planning

The intern will have an opportunity to help conceptualize future community programming and events as it relates to the organization. Intern will join brainstorming sessions, conduct research and help put together a comprehensive program plan for 2026.

Community Outreach/Development

Intern will have the chance to conduct community outreach to other partners, organizations, businesses and stakeholders who are interested in supporting our organization and overall mission.

Desired Majors: Business, Entrepreneurship & Human Resources;Civics & Government;Education;Open to all Majors ;Social Sciences ;Arts & Design;Communications;General Studies

How to apply: Send cover letter + resume directly to contact@sheilaoliver.com

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Civil and Social Services

Summit Area YMCA, Summit, NJ

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

The Human Resources Intern provides hands-on administrative and project support to the Human Resources team while gaining practical experience in HR operations, employee communications, data management, and HR systems. This role supports both seasonal and year-round HR initiatives and assists with projects that enhance employee experience, engagement, and organizational efficiency.

The ideal candidate is organized, detail-oriented, comfortable working with data and documents, and interested in pursuing a career in Human Resources or a related field.

The successful candidate must be able to receive direction well, possess the ability to think critically and ask insightful questions and commit between 16-20 hours a week in person with flexible hours.

- HR Communications & Employee Engagement Projects
 - o Assist with the development and administration of employee surveys, including:
 - i. New hire and post-employment surveys for seasonal and non-seasonal staff
 - ii. Annual employee engagement survey
 - o Assist in designing curated benefits communications, including an interactive benefits guide.
 - i. Help tailor benefit and HR communication materials for different employee categories (full-time, part-time, seasonal).
- Employee Data Management & Digitization Projects
 - o Support HR records digitization initiatives under the direction of the HR team.
 - i. Scan, name, and organize employee documents following HR team review.
 - ii. Upload approved documents to employee profiles within the HR Information System (HRIS).
 - iii. Follow established document retention, naming conventions, and data privacy standards.
 - iv. Maintain strict confidentiality of employee information at all times.
- General HR Support & Learning Opportunities
 - o Assist with basic HR administrative tasks and special projects as assigned.
 - o Support preparation and organization of HR training materials and resources.
 - o Participate in HR trainings and learning opportunities to build foundational knowledge of HR operations.
 - o Provide general support to the HR team as needed to support departmental goals.

Desired Majors: Business, Entrepreneurship & Human Resources; Social Sciences

How to apply: [Careers - Summit Area YMCA](#)

Required Documents: Resume; Cover Letter

Non-profit

Civil and Social Services

Summit Area YMCA, Summit, NJ

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

The Marketing Intern will work to carry out tasks and activities to achieve organizational goals, all while creating public awareness of the YMCA brand, cause, programs, and services. This position will mainly consist of creating written and visual content for digital media platforms to promote Y membership, programs, increase engagement, participation and boost brand awareness. Duties may include; graphic design, writing press releases and blog articles, posting events to various media outlets, curating content online and from key program constituents, creating social media posts, photography, videography and photo editing and more based on skills. To successfully perform this role, the intern must be able to manage multiple priorities, work in a team environment, have good communication skills, advanced computer skills, working knowledge of Microsoft Office and Google Suite software, and an adequate understanding of social media and digital media.

The successful candidate must be able to receive direction well, possess the ability to think critically and ask insightful questions and commit between 16-20 hours a week in person with flexible hours.

Assist in general Marketing activities that support business needs across the organization including but not limited to

- Working collaboratively with the Marketing team and key constituents to complete marketing requests and advance the Y brand
- Designing and editing content for various digital and print materials
- Producing time sensitive and relevant press releases, blog articles, announcements and calendar event postings that complement campaign themes and align with the company brand
- Curating and creating high quality creative social media content including but not limited to; photo, video, GIFs, blog/press releases, infographics, ads etc. to engage public interest, awareness and value
- Completing high quality work within quick turnaround times
- Maintaining photo/video and marketing production library

Desired Majors: Arts & Design; Communications; Computer Science, Information Systems & Technology

How to apply: [Careers - Summit Area YMCA](#)

Required Documents: Resume; Cover Letter

Non-profit

Affordable Housing

Supportive Housing Association of New Jersey, South Orange, NJ

Administrative and Policy Intern, Hybrid, 1 funded position(s)

The Administrative Policy Intern will support the work of the Supportive Housing Association of New Jersey (SHA), a statewide nonprofit organization dedicated to advancing supportive housing opportunities for people with special needs. This internship provides hands-on experience in nonprofit administration, housing policy, and systems-level advocacy within a mission-driven organization working at the intersection of housing, health, and disability services.

The intern will assist with administrative, research, and programmatic activities that strengthen SHA's internal operations and support its membership of over 120 organizations across New Jersey. Responsibilities include updating and organizing policy documents and resources, assisting with conferences and member meetings, researching funding opportunities, and supporting current initiatives and grant funded projects related to supportive housing development and services.

Through this role, the intern will gain exposure to statewide housing policy, nonprofit operations, and collaborative initiatives aimed at promoting inclusive communities, independent living, and systems change. The position is well-suited for students interested in public policy, nonprofit management, social services, housing, or related fields, and offers meaningful professional experience in support of SHA's mission to empower organizations and improve outcomes for people with disabilities and other special needs across New Jersey.

SHA seeks applicants with the following skills:

- Technical skills in Google Docs, Excel, etc.
- Good organizational and problem-solving skills, with attention to detail
- Commitment to nonprofits and the mission of SHANJ
- Efficiency in multitasking, can handle multiple projects at once
- Self-discipline and time-management skills needed to work independently
- Dependable and punctual team player
- Strong administrative skills such as note taking
- Update and revise SHANJ policy documents, virtual resources, and membership information
- Assist in the preparation of SHA conference, developer meetings, and member meetings
- Research funding opportunities and compile data for SHA and its member organizations
- Assist with Supportive Housing projects such as initiatives, grants, and development

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

How to apply: kate.kelly@shanj.org

Required Documents: Resume; Cover Letter

Non-profit

Affordable Housing

Supportive Housing Association of New Jersey, South Orange, NJ

Communications Intern, Hybrid, 1 funded position(s)

The Communications Intern will support the Supportive Housing Association of New Jersey (SHA) by assisting with member communications, digital content development, and outreach efforts that advance supportive housing across the state. This internship offers hands-on experience in nonprofit communications within a statewide organization that promotes inclusive communities and independent living for people with special needs.

The intern will contribute to the creation and dissemination of content across multiple platforms, including social media, newsletters, websites, and digital materials for conferences and member events. Responsibilities include drafting and editing written content, designing digital assets, and supporting outreach to SHA's diverse membership of housing developers, service providers, and advocacy organizations.

Through this role, the Communications Intern will gain practical experience in strategic nonprofit communications, message development, and digital engagement while learning how communications support advocacy, systems change, and capacity-building efforts in the supportive housing field. This position is well-suited for students interested in communications, marketing, public relations, journalism, design, or nonprofit leadership, and provides meaningful opportunities to develop creative and professional skills in a mission-driven environment

SHA seeks applicants with the following skills:

- Technical skills in Google Docs, Excel, et
- Good organizational and problem-solving skills, with attention to detail
- Commitment to and willingness to learn about the nonprofit sector and the mission of SHA
- Efficiency in multitasking, can handle multiple projects at once
- Self-discipline and time-management skills needed to work independently in a deadline-driven environment
- Dependable and punctual team player
- Belief in the mission of SHA
- Ability to professionally communicate, both orally and in writing
- Experience using Canva or Adobe Acrobat is a plus
- Passion for creative writing
- Facilitate member communication and outreach
- Assist in the preparation of SHA conferences, developer meetings, and member meetings
- Draft and schedule social media posts
- Newsletter copywriting and editing
- Develop and edit website content and copy

- Design digital media for SHA posters, initiatives, and conference handouts

Desired Majors: Communications;Arts & Design;Technologies & Technicians

How to apply: kate.kelly@shanj.org

Required Documents: Resume;Cover Letter

Non-profit

Human Services

The Arc of Essex County, Livingston, NJ

Recreation and Leisure Internship, In-person, 2 funded position(s)

Two internships available at the Arc of Essex County working within the Summer Day Camp Program or at the StudioArc Program. Both programs provide leisure and recreational programs for children and adults with Intellectual and/or Developmental disabilities (IDD). Interns will learn the management practices required to operate these programs as well as work hands on with participants during programming through lesson/activity planning and implementation.

The Recreation and Leisure interns will assist with the following:

- Support the team with registration of new individuals into program
- Provide assistance in file reviews to generate required operational documents that are used within the programs (i.e. attendance forms, billing, transportation)
- Attend training with new hires to promote cohesive summer programming team atmosphere
- Participate in planning meetings with management team to ensure successful operations
- Work hands on with adults and/or children with IDD to learn about a variety of disabilities and support needs
- With guidance, research and create lesson plans for a variety of activities for either the camp or studio program
- Implement activity/lesson plans at either the Camp or Studio
- Provide self-evaluation of lessons, and make recommendations for any adjustments
- Create a book of lesson plans for future use

Desired Majors: Health Professions; Education; Arts & Design

How to apply: Upon approval, the position will be posted on Indeed. Applicants may also apply directly through our organization's website at [Careers - The Arc of Essex County](#)

Required Documents: Resume

Non-profit

Human Services

The Arc of Essex County, Livingston, NJ

Business Operations Intern, In-person, 1 funded position(s)

The Business Operations Intern supports the HR and Finance departments within a non-profit human services agency, contributing to essential behind-the-scenes work that enables the organization to deliver safe, effective, and compassionate services.

Interns engage in tasks that strengthen workforce development, enhance financial transparency, and support compliance with state and federal regulations. This role is ideal for students who want to understand how business administrative systems uphold service quality in the disability sector.

Interns will work with confidential information, observe ethical decision-making, and learn how HR and Finance functions intersect to support staff, providers, and the individuals served by the agency. By the end of the program, students will:

- Understand the administrative structure of a non-profit agency and how HR and Finance support service delivery.
- Have received mentorship from experienced HR and Finance professionals.
- Have the ability to apply data-driven thinking to HR and Financial processes.
- Have a strong foundation for a future career in Talent Acquisition or Finance Operations.

HR Rotation

Project: Job Description Audit & Standardization

The intern will work closely with the Director, Recruitment & Onboarding to conduct a comprehensive audit of all existing job descriptions. This includes reviewing current documents, identifying outdated or incomplete information, and ensuring each role within the organization has a current, clearly defined job description. The intern will help identify duplicate or inconsistent versions, flag missing documents, and support the process of aligning job descriptions with agency standards and compliance expectations. To support transparency and progress tracking, the intern will maintain a centralized tracker that documents the status of each job description, including what has been reviewed, what requires updates, and what still needs to be created.

Other Recruitment & Workforce Development tasks may include:

- Assist in sourcing candidates through job boards, social media, referrals, and talent databases.
- Review resumes to assess candidate qualifications.
- Conduct initial screening calls under supervision.
- Schedule interviews between candidates and hiring managers.
- Maintain communication with applicants throughout the recruitment process.
- Update the applicant tracking systems (ATS).
- Support the full-cycle recruitment process by assisting with reference checks and new hire check-in interviews.

- Assist with organizing Employee Engagement Initiatives.
- Support general HR administrative tasks as needed.

Finance Rotation

Project: Preparation for Contract Management Automation

This project involves partnering with the Chief Financial Officer and Senior Director of Asset Management to review all current vendors and their contracts. This includes confirming vendor details, checking their obligations, and making sure each vendor is correctly matched to active, expired, or pending agreements. By identifying missing, outdated, or duplicate documents early, organizations can reduce risks, simplify the transition to a digital system, and build a clean, reliable foundation for managing contracts going forward.

Other Finance Operations tasks may include:

1. Assist with invoice processing, expense tracking, and vendor documentation.
2. Support reconciliation tasks and review financial records for accuracy.
3. Compile financial and operational data for internal reporting.

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: Upon approval, the position will be posted on Indeed. Applicants may also apply directly through our organization's website at [Careers - The Arc of Essex County](#).

Required Documents: Resume

Non-profit

Policy, Education and Community Organizing

The Gem Project, Inc., Newark, NJ

College Fellow Facilitator, In-person, **10** funded position(s)

Our Opportunity

With an emphasis on project management, administration, and policy, The Gem Project is seeking a current or recent college student who is interested in service-based work that is centered on dismantling systems of oppression, which sees youth and young adults at the forefront of social change. As a College Fellow Facilitator, they will support the Program Associate in executing various projects, and administrative tasks, and will also work as members of the direct support team, as trained facilitators --- leading workshops, working groups, large/small groups, and debriefing sessions. This role will interface regularly with technology and logistics teams.

The Organization

The Gem Project has impacted the lives of over 3500 youth and young adults through programming, events, and youth-led workshops, since its inception in 2006. It has been featured in numerous publications from Forbes to being profiled by the White House, during the Obama Administration.

Mission

To improve high school to college student engagement, through service-learning initiatives with a social justice approach, which focuses on underserved communities.

For more information, please visit The Gem Project's website at www.thegemproject.org.

- Effectively oversee Lead fellows in supporting and facilitating Gem Project small youth groups as needed.
- Invest in building connections and forming a positive peer-mentoring framework or support system for youth in the program.
- Actively engage with youth at all times to foster positive youth development of each child and the entire group.
- Assist in enrollment, recording and submitting daily attendance records, and any other required documents to the The Gem Project Inc. program manager.
- Actively participate in all aspects of member development, and professional development, including weekly supervision and cohort check-ins.
- Work to collect data for program reports and story-telling.
- Community Outreach for culminating gatherings led by youth.

Desired Majors: Open to all Majors

How to apply: Please send a cover letter and resume to hq@thegemproject.org with the subject line "Summer 2026-College Fellow Facilitator"

Required Documents: Resume;Cover Letter

Non-profit

Child Care

The Learning Gate, Raritan, NJ

Assistant Teacher, In-person, **1** funded position(s)

General Function:

The individual selected for this position will be responsible for the general supervision and management of The Learning Gate classrooms.

Requirements:

The person selected must be professionally prepared as an experienced teacher of young children or willing to be trained, especially in the field of early childhood education, and must be able to meet the requirements of the Office of Licensing for the state of New Jersey. This person must be sensitive and mature and can relate well to both children and adults. This person must have personality, patience, creativity, and the ability to provide leadership and stability for program continuity. This person must have evidence of training in First Aid and Infant-Child CPR (or willingness to be trained). A Child Development Associate credential (CDA) or an associate degree in early childhood education or related field is preferred.

- Planning, supervising, and implementing the program in accordance with the philosophy and policies of The Learning Gate, Office of Licensing and Grow NJ Kids
- Being responsible for the safety, security, and nurturing of the children always assigned to the classrooms.
- Gearing the program to the needs of individual children, recognizing their differences, special interests, handicaps, abilities and individual styles and pace of learning socialization skills
- Effectively creating and executing developmentally appropriate activity plans on weekly or monthly basis, reflecting consideration for individual children's needs, interest, and abilities.
- Documenting attendance, accident reports, medication waivers, and daily care sheets for each child in compliance with The Learning Gate and licensing regulations.
- Always treating all children with dignity and respect, recognizing that each has his/her unique qualities, gifts, and needs. Giving personal attention to each child, each day, at the child's eye level, and with a pleasant, respectful tone
- Greeting every child, parent, fellow staff and visitor with a smile and friendliness. Interacting with children at their eye level, using calm, natural and respectful tones of voice.
- Being responsible for the ordered arrangement, appearance, décor and learning environment for the classrooms. Assuring safe and sanitary use and maintenance of all classroom equipment and supplies.
- Conducting parent conferences on children's adjustment to the classroom and appropriate Center behavior on an as needed basis, and in a professional manner.
- Preparing bi-annual progress reports for each child in his/her classroom.
- Preparing and submitting monthly newsletter entries and weekly lesson plans.

- Assisting the Lead Teacher in explaining your classroom program to visitors.
- Assisting Lead Teacher to ensure smooth coordination of all classroom activities.
- Assisting the Site Director in obtaining appropriate and informative teacher training activities.
- Building and maintaining effective communication lines with the children, parents, fellow staff, and the Site Director.
- Assisting the Lead Teacher with the ongoing Center evaluation process regarding the procedures needed to assess the developmental levels of the children we serve.
- Attending all staff meetings and conferences of professional organizations appropriate for Early Childhood educators, occasionally as a representative of the Center. Attending childcare family events (i.e., Holiday parties, Back to School Night, etc.). Volunteering, when possible, for The Learning Gate-sponsored events.
- Assuming any other duties as requested by professional staff of The Learning Gate
- Will oversee as needed and parents requested feeding of every child in a clean, sanitary, and safe manner.
- Will oversee the practice of a regular schedule and as needed diapering procedures so that no child is allowed to be wet or soiled for more than 5 minutes. Every child should leave the Center with a clean diaper, if not potty-trained.
- Must model the values of caring, honesty, integrity, respect, responsibility.
- Function as a cooperative, productive member of The Learning Gate team.

Desired Majors: Education

How to apply: christinas@thelearninggate.org

Required Documents: Resume; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Youth Development

The Mark Cares, Inc., Montclair, NJ

Youth Development Intern (Servant Leader Intern), In-person, **2** funded position(s)

The Youth Development & Community Leadership Intern (Servant Leader Intern) will support the implementation of the Children's Defense Fund (CDF) Freedom Schools® summer enrichment program, a nationally recognized youth development initiative serving children in grades K–8. Interns will work directly with scholars in a structured, supervised setting that emphasizes literacy engagement, social–emotional growth, civic awareness, and culturally responsive leadership.

This internship provides hands-on experience in youth development within a community-based nonprofit setting. Interns will develop transferable skills in relationship-building, facilitation, program implementation, teamwork, and ethical leadership while contributing to a high-impact summer program serving children and families in Montclair, New Jersey.

Interns will:

- Facilitate daily youth development activities aligned with the CDF Integrated Reading Curriculum, including read-alouds, discussions, and enrichment experiences
- Build supportive relationships with scholars that promote confidence, engagement, and positive identity development
- Support social–emotional learning by modeling conflict resolution, cooperation, and respectful communication
- Participate in daily program routines that emphasize structure, safety, and youth-centered engagement
- Collaborate with site staff and fellow interns to implement program components with consistency and care
- Assist with classroom organization, activity preparation, and transitions throughout the program day
- Engage families through program events and informal communication, supporting a community-centered approach to youth development
- Participate in reflection, feedback, and coaching conversations with supervisors to strengthen leadership and facilitation skills
- Contribute to program improvement through observation, documentation, and team-based problem-solving

Desired Majors: Open to all Majors

How to apply: [Freedom School @ The Mark Servant Leader Intern Screening Form](#)

Required Documents: Resume; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Maternal and Child Health

The Partnership for Maternal and Child Health of Northern NJ, Secaucus, NJ

Nursing Student Intern, In-person, 2 funded position(s)

The Nursing Student Intern supports maternal, infant, and family health through supervised participation in home visiting activities and community-based services. This role focuses on health education, early childhood development, and family support. The intern works alongside licensed nurses to promote healthy pregnancies, safe infant care, and positive parent-child interactions while gaining experience in public health nursing and community outreach.

Family & Home Visiting Support

- Participate in supervised home visits to pregnant individuals, new parents, and families with young children.
- Assist with maternal and infant assessments such as vital signs, weight checks, feeding observations, and developmental screenings under direction of a licensed nurse.
- Support education on topics including prenatal health, breastfeeding, safe sleep, postpartum recovery, infant care, and parenting skills.
- Participate in community outreach activities to increase awareness of services and assist families in signing up for home visits.
- Help identify family strengths, needs, and available community resources.

Health Education & Promotion

- Provide evidence-based, approved, educational materials during home visits and community events.
- Reinforce teaching provided by the supervising nurse, ensuring families understand care plans and safety practices.
- Participate in outreach activities such as health fairs, support groups, or prenatal classes.

Care Coordination & Documentation

- Assist with scheduling follow-up visits, referrals, and resource connections (e.g., WIC, early intervention, mental health services).
- Communicate relevant updates to the supervising nurse to support continuity of care.

Professional Development

- Engage in reflective practice and case discussions with preceptors.
- Demonstrate cultural humility and trauma-informed approaches when working with families.
- Uphold confidentiality, ethical standards, and public health guidelines.

Desired Majors: Health Professions

How to apply: [Nursing Careers - PMCH](#)

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Digital Archives Internship, Hybrid, 1 funded position(s)

Thomas Edison State University's affiliate, the New Jersey State Library (located at 185 W. State St. in Trenton), is a premier research institution for exploring and understanding New Jersey's history; it provides services for New Jersey libraries, the state legislature and government employees, along with TESU staff and students, and registered borrowers. Founded in 1796, the Library has developed extensive collections of primary sources for the government and people of the State. In its modern era, the Library has committed to removing access barriers by digitizing these collections and making them freely accessible to all. The Library encourages researchers to explore the collections and uncover topics of personal and historical significance.

This 15-20 hour per week (\$20 per hour), 10-week hybrid internship will combine hands-on work with 18th century documents and remote work with digital collections. Supervised by New Jersey Documents and Digital Collections Librarian, the intern will conduct in-depth historical research using the Revolution-era newspaper of record, The New Jersey Gazette, to chronicle references to enslaved people and their enslavers. This valuable work will bring light to New Jersey's dark past regarding slavery and will also serve as a valuable genealogical resource of New Jersey's first citizens. The information gathered by the intern will be made freely accessible to the public via the New Jersey State Library website. By the end of the internship, the intern will have met the following learning objectives:

- receive an introduction to history as a scholarly discipline and profession
- make an advanced exploration into a specific historical topic that nurtures an interest in history and prepares them for a more in-depth and comprehensive study of the past
- have an opportunity to work with primary sources in print and digital formats
- develop written communication skills in the discipline, including proper citation

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

- Review all articles in the New Jersey Gazette (1779-1786)
- Identify all references to enslaved people and/or enslavers
- Develop a comprehensive spreadsheet with data related to the enslaved persons
- Create a comprehensive bibliography and reference guide to the identified content

Desired Majors: Social Sciences

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Articulation and NJADI Grant Support Internship, Remote, 1 funded position(s)

This 15-20 hour per week (\$20 per hour), 10-week remote internship in Thomas Edison State University's Office of Strategic Initiatives and Institutional Effectiveness within the Division of Academic Affairs will support the development and coordination of academic pathways, with a focus on the New Jersey Apprenticeship Degree Initiative (NJADI) and articulation agreements with New Jersey community colleges. Supervised by the Assistant Director of Strategic Initiatives, the intern will assist with outreach, documentation, and pathway development efforts that advance transfer, credit for prior learning, and workforce-aligned degree completion. By the end of the internship, the intern will have met the following learning objectives:

- gain an understanding of the concept and development of academic pathways in a higher education setting
- learn about alternative methods to earn college credits
- develop research and partnership building skills
- receive an introduction to higher education academic administration as a career

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

- Provide administrative and coordination support for statewide articulation agreement initiatives and NJADI grant activities
- Support program coordination activities associated with the NJADI
- Assist with identifying and researching potential articulation, transfer, and pathway partnership opportunities across New Jersey
- Help identify and research potential New Jersey Registered Apprenticeship Programs for recruitment, evaluation, and pathway alignment
- Support outreach and communication efforts with institutional partners related to articulation agreements, transfer pathways, and NJADI participation
- Assist in the development, review, and organization of draft degree maps and transfer pathway materials
- Maintain organized records, tracking logs, and basic reports related to articulation agreements, transfer pathways, partnerships, and grant-related initiatives
- Other duties as assigned

Desired Majors: Open to all Majors

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Learning Outcomes Internship, Remote, 1 funded position(s)

This 15-20 hour per week (\$20 per hour), 10-week remote internship will support the work of Thomas Edison State University's Office of Learning Outcomes (OLO) under the supervision of the Assistant Vice Provost for Learning Assessment. The OLO is responsible for all institution- and program-level learning outcomes at TESU, from approval to curriculum mapping and assessment. OLO works with TESU's five schools to facilitate assessment and continuous improvement for all degree programs as well as managing TESU's robust institutional assessment program, providing actionable data to stakeholders across the university. In this position, the intern will gain experience in institutional and program outcomes development, curriculum mapping, data analysis, reporting, and project management. By the end of the internship, the intern will have met the following learning objectives:

- gain an understanding of the relationship and alignment between higher education programs, courses, assessments, and outcomes
- acquire skills in data analysis, reporting, and data visualization
- develop skills in project management
- receive an introduction to higher education academic administration as a career

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

- Data entry and analysis related to program-level learning outcomes assessment projects
- Audit and confirmation of learning outcomes and curriculum mapping for named degree programs
- Reporting and data visualization of institutional assessment results
- Work with Assistant Director of Learning Assessment to establish Outcomes Assessment Project schedule for next academic year
- Other projects and duties as assigned

Desired Majors: Education; Social Sciences

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Professional Learning Review (PLR) Internship, Remote, 1 funded position(s)

This 15-20 hour per week (\$20 per hour), 10-week remote internship will support the work of Thomas Edison State University's Office of Professional Learning Review (OPLR) under the supervision of the Assistant Director of OPLR. The Office of Professional Learning Review works to expand access to higher education by creating a pathway from workplace training and professional credentials to a college education; the office assesses prior learning by overseeing formal evaluations of courses, licenses, certifications, apprenticeships and exams offered by corporations, government agencies, labor unions and professional associations.

By the end of the internship, the intern will have met the following learning objectives:

- learn about alternative methods to earning college credits
- gain insight into the professional learning review process and evaluation of prior learning
- acquire skills in database management
- develop skills in project management
- receive an introduction to higher education academic administration as a career

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

- Optimization of the PLR shared filing system including updating alignment between website and review documentation
- Establish database of existing PLRs using QuickBase
- Coordinate with Assistant Director and Management Information Systems to update fields in the Colleague platform in preparation for PLR Website Widget finalization
- Leverage AI tools (LLMs) to identify possible PLRs and other opportunities
- Assess PLR workflow and current PLRs in order to propose a 3-year plan for revisiting expired/expiring PLRs
- Other projects and duties as assigned

Desired Majors: Education; Social Sciences

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Strategic Initiatives Internship, Remote, 1 funded position(s)

This 15-20 hour per week (\$20 per hour), 10-week remote internship will support the myriad and eclectic initiatives of Thomas Edison State University's Office of Strategic Initiatives and Institutional Effectiveness. Responsible for institutional innovation and growth, the Office of Strategic Initiatives and Institutional Effectiveness undertakes such tasks as the development of articulation agreements with institutions of higher education throughout New Jersey and the United States, the expansion of Professional Learning Review opportunities in strategically-aligned industries, and the advancement of partnerships with New Jersey community colleges. Under the supervision of the Vice Provost for Strategic Initiatives & Institutional Effectiveness, the intern will have met the following learning objectives by the end of the internship:

- gain an understanding of a strategic initiatives division at an institution of higher education
- develop research skills
- receive an introduction to higher education academic administration as a career

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

Responsibilities, duties, and projects:

- Research Projects
- Website Content Review
- Document Preparation
- Presentation Preparation
- Other Duties as Assigned

Desired Majors: Open to all Majors

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Advancement Data Internship, Hybrid, 1 funded position(s)

Thomas Edison State University's Division of Advancement is seeking an intern that will support the University's advancement operations by assisting with database maintenance, data quality initiatives, and introductory-level prospect research. The Division of Advancement builds meaningful and lasting relationships with TESU alumni, friends, and supporters, and works to further the mission of TESU by inspiring philanthropic support for key strategic initiatives that benefit the students TESU serves. This 15 hour per week (\$20 per hour) 10-week hybrid internship offers hands-on experience working with a donor database and learning how accurate data and research support fundraising, stewardship, and relationship-building efforts. The intern will work closely with advancement operations staff and gain exposure to best practices in data governance, prospect management, and higher education advancement. By the end of the internship, the intern will have met the following learning objectives:

- gain skills in funding research and donor data management
- learn about fundraising as a critical element in higher education and nonprofit operations
- receive an introduction to fundraising and development as a career

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

- Assist with routine data entry and updates in the Foundation's donor database
- Support introductory prospect research by gathering publicly available information on alumni, donors, and prospective supporters
- Assist with in-house mailings for advancement projects, including preparation, assembly and coordination
- Adhere to confidentiality and data privacy standards at all times

Desired Majors: Business, Entrepreneurship & Human Resources

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Higher Education

Thomas Edison State University and its Affiliate the New Jersey State Library, Trenton, NJ

Office of Career Development Marketing & Communications Internship, Remote, 1 funded position(s)

Thomas Edison State University's Office of Career Development is seeking a creative and motivated Marketing & Communications Intern for Summer 2026 to support outreach and engagement efforts. This 15-20 hour per week (\$20 per hour), 10-week remote internship is designed to provide hands-on experience in social media management, marketing writing, and visual design, while helping promote career-related events, programs, and resources to students. The intern will work closely with the Office of Career Development Director to create compelling content that increases student awareness and participation. The intern should have:

- Interest in marketing, communications, graphic design, public relations, or a related field
- Strong writing and editing skills with attention to detail
- Familiarity with social media platforms and trends
- Experience with or willingness to learn design tools (e.g., Canva, Adobe Creative Suite)
- Creativity, reliability, and ability to manage multiple tasks
- Ability to work independently and collaboratively

By the end of the internship, the intern will have met the following learning objectives:

- Gain real-world experience in marketing and communications within a university
- Develop a portfolio of written and visual marketing materials
- Strengthen skills in social media strategy, content creation, and design
- Learn how marketing supports student engagement and career readiness initiatives

Student eligibility: current student or recent graduate of a New Jersey college or university; college student who is a NJ resident

Social Media & Digital Marketing

- o Assist with planning, creating, and scheduling content for social media platforms (e.g., Instagram, LinkedIn, Facebook)
- o Write engaging captions and promotional posts for career events, workshops, and employer programs
- o Track engagement and help identify trends or content ideas that resonate with students

Marketing Writing & Content Creation

- o Write short marketing blurbs and descriptions for events, newsletters, and web content
- o Assist with editing and proofreading promotional materials to ensure clarity and consistency

- o Help maintain a consistent brand voice aligned with the Office of Career Development's mission

Design & Visual Content

- o Design flyers, graphics, and digital signage for events and programs
- o Create visual assets for social media and email marketing
- o Collaborate with staff to brainstorm creative concepts and layouts

General Support

- o Assist with event promotion and outreach efforts
- o Participate in team meetings and contribute ideas for improving communication strategies
- o Complete other marketing-related tasks as needed

Desired Majors: Communications

How to apply: Students will apply via Thomas Edison's employment recruitment website, which is [Career Center | Recruitment](#). Students should submit a resume, cover letter, and transcript.

Required Documents: Resume;Cover Letter ;Transcripts (used to verify applicant is a student at a NJ IHE)

Non-profit

Community Service Organization

Urban League of Union County, Elizabeth, NJ

Program Support, In-person, 5 funded position(s)

Internship Roles & Learning Objectives

1. Community Engagement & Program Support Intern – Workforce Development
2. Housing & Financial Empowerment Intern – Housing Counseling
3. Reentry & Social Services Intern – Reentry Services
4. Youth College Readiness & Mentorship Intern – Youth Empowerment
5. Administrative & Communications Support Intern – Administration & Development

1. Support community outreach and training programs; gain experience in communication, nonprofit leadership, and program evaluation.
2. Assist HUD-certified counselors with client intake, research housing data, and support financial literacy workshops; learn budgeting and affordable housing processes.
3. Coordinate reentry support and employment readiness activities; build understanding of social service systems, justice reentry, and client advocacy.
4. Support ULOUC's new college readiness initiative; facilitate mentoring sessions; create resources that prepare youth for higher education and leadership roles.
5. Assist with internal communications, digital media, and events; strengthen organizational, writing, and public relations skills.

Desired Majors: Open to all Majors ;

How to apply: Handshake

Required Documents: Resume; Cover Letter ; Transcripts (used to verify applicant is a student at a NJ IHE) ;

Non-profit

Child and Youth Development

YMCA Camp Mason, Hardwick, NJ

Youth Development Intern, In-person, **8** funded position(s)

The Youth Development Internship at YMCA Camp Mason is a hands-on, immersive summer experience designed to prepare emerging leaders for careers in youth development, education, and nonprofit service. Interns live and work in a residential camp community while gaining practical experience supporting children's social, emotional, and leadership growth.

Interns work alongside experienced camp professionals to assist with camper supervision, program delivery, and daily operations. Through guided mentorship, interns learn core youth development principles including positive behavior management, inclusive practices, relationship-building, and age-appropriate programming. Interns participate in leadership workshops, reflective discussions, and team-building experiences rooted in YMCA values of caring, honesty, respect, and responsibility.

By the end of the summer, interns leave with practical skills, professional references, and a deeper understanding of how intentional environments like camp can positively shape young people's lives. The Youth Development Internship serves as both a meaningful summer experience and a strong foundation for future work in education, recreation, social services, or nonprofit leadership.

Youth Development Internship Program

- Support the supervision, safety, and well-being of campers in cabins and activity areas
- Build positive, age-appropriate relationships with children and teens
- Model YMCA values of caring, honesty, respect, and responsibility
- Assist with conflict resolution and positive behavior guidance under staff supervision
- Assist counselors and specialists in leading camp activities, games, and programs
- Help prepare materials and set up activity spaces
- Support inclusive participation for campers of diverse backgrounds and abilities
- Encourage camper engagement, teamwork, and personal growth
- Participate in leadership training sessions, workshops, and reflective discussions
- Practice communication, problem-solving, and decision-making skills
- Gradually take on increased responsibility as confidence and skills grow
- Serve as a positive role model within the camp community
- Support daily camp routines including meals, transitions, and group movement
- Assist with special events, all-camp programs, and community traditions
- Maintain clean, safe, and welcoming program spaces
- Work collaboratively as part of a residential camp team
- Complete a supervised youth development project such as...

- Designing and leading a group activity or program session
- Supporting a social-emotional learning or leadership initiative
- Assisting with camper feedback or program reflection efforts
- Participate in service projects that support the camp community
- Engage in personal reflection through journaling or group debriefs
- Receive ongoing feedback and mentorship from camp leadership
- Develop transferable skills applicable to education, recreation, and nonprofit careers

Desired Majors: Open to all Majors

How to apply: keith@campmason.org

Required Documents: Resume;Cover Letter

Non-profit

Civic and Community Organization

YMCA of Metuchen, Edison, Woodbridge & South Amboy, Metuchen, NJ

Summer Camp Interns, In-person, 4 funded position(s)

The Summer Camp Intern supports the administrative and operational systems that keep summer camp programs running smoothly. This role focuses on billing coordination, registration support, data accuracy, and family communication across multiple camp sites. The intern will work closely with leadership to ensure timely payments, complete program records, and clear communication with families. This position offers hands-on experience in nonprofit operations, youth programming, and system-level coordination. The summer camp intern will implement programs, behaviors and activities that embrace the four core values of honesty, respect, caring and responsibility.

Billing, Registration, and Financial Support

- Coordinate and support timely billing and payment processes
- Prepare and send invoices to families as needed
- Support the collection and tracking of outstanding balances
- Upload and manage summer camp registration pages and updates

Program Records & Compliance Support

- Adhere to YMCA "House Rules".
- Review camper and staff files for completeness and accuracy
- Support program documentation required for licensing and internal compliance
- Track required forms, waivers, and approvals

Family Communication & Engagement

- Draft and send weekly parent emails with program updates
- Support family surveys and assist with collecting and organizing feedback
- Maintain accurate distribution lists and communication records

Data & Operational Support

- Maintain spreadsheets and internal trackers related to enrollment, staffing, and payments
- Compile weekly reports for leadership review
- Support end-of-summer data collection and program summaries

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

How to apply: [Current Openings | Recruitment](#)

Required Documents: Resume

Non-profit

Social Services Agency

YMCA of Newark and Vicinity, Newark, NJ

Supportive Services Intern, In-person, **3** funded position(s)

The Supportive Services Intern assists with the delivery of supportive services to residents of the Emergency Residence Program by supporting case management activities, group programming, and service coordination. This role provides practical experience in trauma-informed care, client engagement, and service planning while promoting resident stability, wellness, and progress toward housing and self-sufficiency.

- Assist with client intakes, assessments, service plans, and documentation under supervision
- Support facilitation of life-skills groups, wellness activities, and resident workshops
- Coordinate referrals to mental health, substance use, medical, employment, and social services
- Conduct supervised client check-ins and follow-ups to support engagement
- Maintain service logs and assist with data entry and outcome tracking
- Participate in case conferences, staff meetings, and trainings
- Follow confidentiality, safety, and trauma-informed care standards

Desired Majors: Social Sciences ;Health Professions;Humanities & Languages ;Education;Open to all Majors

How to apply: humanresources@newarkymca.org

Required Documents: Resume

Non-profit

Social Services Agency

YMCA of Newark and Vicinity, Newark, NJ

Housing Stabilization Intern, In-person, **3** funded position(s)

The Housing Stabilization Intern supports the Emergency Residence Program's housing placement and stabilization efforts by assisting case management staff with client engagement, housing searches, documentation, and follow-up activities. The intern gains hands-on experience in Housing First-oriented service delivery, rapid rehousing strategies, and homelessness intervention while contributing to improved housing outcomes for individuals and families.

- Assist case managers with housing searches and identification of affordable housing options
- Support clients with housing applications, documentation collection, and housing packets
- Participate in client intakes, assessments, and case conferences under supervision
- Track housing referrals, placements, and follow-up activities in HMIS or internal systems
- Conduct housing follow-up calls and assist with post-placement check-ins
- Attend team meetings, trainings, and case reviews related to housing stabilization
- Maintain confidentiality and comply with all program policies and ethical standards

Desired Majors: Social Sciences ;Civics & Government;Health Professions;Humanities & Languages
;Open to all Majors

How to apply: humanresources@newarkymca.org

Required Documents: Resume

Non-profit

Social Services Agency

YMCA of Newark and Vicinity, Newark, NJ

Administrative Program Intern, In-person, **2** funded position(s)

The Administrative Program Intern provides administrative and program support to the Emergency Residence Program by assisting with documentation, data entry, scheduling, and general office operations. The internship offers exposure to nonprofit program administration, compliance, and shelter operations while supporting efficient and organized program functioning.

- File, scan, and maintain client and program records in compliance with confidentiality requirements
- Enter data and assist with basic reporting in HMIS and internal tracking systems
- Prepare intake packets, orientation materials, sign-in sheets, and program forms
- Assist with scheduling meetings, trainings, and maintaining program calendars
- Provide front-desk or administrative support, including answering phones and directing inquiries
- Organize documentation for audits, monitoring visits, and grant reporting
- Maintain professional communication and adhere to agency policies

Desired Majors: Business, Entrepreneurship & Human Resources; Communications; Civics & Government; Computer Science, Information Systems & Technology; Social Sciences ; Humanities & Languages ; Open to all Majors

How to apply: humanresources@newarkymca.org

Required Documents: Resume

Non-profit

Social Services Agency

YMCA of Newark and Vicinity, Newark, NJ

Outreach & Engagement Intern, In-person, **2** funded position(s)

The Outreach & Engagement Intern supports the Emergency Residence Program by assisting with client outreach, engagement activities, and community coordination. The intern helps connect individuals and families experiencing homelessness to shelter services and supportive resources while gaining experience in trauma-informed engagement and community-based service delivery.

- Assist with outreach and engagement efforts within the shelter and with partner agencies
- Support orientations, group activities, and engagement sessions for residents
- Distribute program information, resource guides, and referral materials
- Assist with intake support, assessment observation, and client check-ins under supervision
- Maintain outreach and engagement logs and assist with data tracking
- Attend community meetings, trainings, and outreach events as assigned
- Uphold confidentiality, professional boundaries, and trauma-informed practices

Desired Majors: Humanities & Languages ;Social Sciences ;Open to all Majors ;Civics & Government;Communications;Education;Math & Physical Sciences ;Manufacturing, Production, and Skilled Trades ;General Studies;Arts & Design;Business, Entrepreneurship & Human Resources

How to apply: humanresources@newarkymca.org

Required Documents: Resume