



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities by Major

Agriculture, Food, & Horticulture

## **After-School All-Stars NJ**

50 Park Place, 701, Newark, New Jersey

**Jr. Program Leader: High School Intern, In-person**, 10 open positions

### Overview of Position

We are seeking college students to work as After-Care Coach on our enrichment team! This ACCs support program staff while helping to create and deliver engaging and innovative programs for our scholars. Ideal candidates have an interest in a career in youth development or education, excellent organizational skills, and the ability to work with diverse groups of people.

### Responsibilities/Duties/Projects

**Jr. Program Leader: High School Intern** duties include the following:

- Provide quality and highly engaging facilitation of activities
- Work collaboratively with the Program Team
- Prepare supplies, materials, & other items
- Effective, safe, positive youth management
- Maintain positive professional relationships
- Supervise scholars; no student alone, no 1-1 interactions
- Commit to shift
- Develop & accurately implement activities
- Attend & actively participate in PDs, workshops, & meetings
- Track & monitor attendance
- Collect & maintain accurate data, ensuring on-time submission

### Desired Majors

Education, Agriculture, Food & Horticulture, Arts & Design

### How To Apply

Send resume, cover letter, and transcripts to [naima.ricks@afterschoolallstars.org](mailto:naima.ricks@afterschoolallstars.org)

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5

**STEAM Instructor/Coach, Hybrid**, 2 open positions

### Overview of Position

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in

New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

Be a part of our dynamic educational nonprofit as a STEAM Instructor/Coach Intern. This role provides a gratifying prospect to motivate and direct students in the domains of STEAM (Science, Technology, Engineering, the Arts, and Mathematics). You will assist in the development and facilitation of stimulating activities that cultivate a passion for knowledge acquisition and investigation among young participants in your capacity as an instructional intern.

### **Responsibilities/Duties/Projects**

**STEAM Instructor/Coach** duties can include the following:

- Evaluating and implementing the curriculum in an approach that relates to students' interests and abilities
- Adhering to lesson plans to cultivate an enjoyable yet challenging educational setting
- Monitor student conduct and using innovative strategies to sustain the enthusiasm and involvement of all participants
- Establishing a supportive learning environment for our learners
- Innovatively instructing cutting-edge STEAM principles
- Innovatively and creatively instruct STEAM concepts
- Motivate and inspire students by harnessing your enthusiasm STEAM and teaching
- Be flexible, punctual, and professional
- Use passion for instructing to inspire and serve as role model participants
- To be punctual, professional, and flexible
- Provide direct supervision and behavior management of learners
- Facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

### **Qualifications**

- Current enrollment in a college or university program, preferably in a STEAM-related field or Education
- An enthusiasm for the STEAM fields and a mission to motivate young students to pursue similar interests
- Proficient in interpersonal and communication dynamics, with the capacity to captivate and inspire program attendees.
- Prior experience working with children or in a camp environment (a plus, but not required)
- Advanced abilities in robotics, coding, drones, and/or digital arts (a plus, but not required)

- Adaptability, creativity, and patience in addressing the varied learning needs of individuals
- Access to a reliable internet connection and computer / mobile phone device (i.e.: iPhone, Android, etc.) \*Required\*
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally

### **Desired Majors**

Arts & Design, Communications, Computer Science, Information Systems & Technology, Education, Engineering, General Studies, Health Professions, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians, Open to all Majors, Agriculture, Food & Horticulture, Business, Entrepreneurship & Human Resources, Civics & Government, Humanities & Languages, Social Sciences

### **How To Apply**

Send resume, cover letter, and transcripts to [interns@circlesteamlab.org](mailto:interns@circlesteamlab.org) or apply through [www.circlesteamlab.org](http://www.circlesteamlab.org)

## **Community Foodbank of New Jersey**

6735 Black Horse Pike, Egg Harbor Township, NJ 08234

**Distribution Specialist (Intern), In-person**, 1 open position

### **Overview of Position**

As a Distribution Specialist (Intern), you will be responsible for the coordination of the distribution of large donations of perishable and short-coded items to our network partners in a timely, fair and equitable manner. This position reports to our Warehouse Manager and is based in Egg Harbor, NJ.

### **Responsibilities/Duties/Projects**

**Distribution Specialist (Intern)** duties can include the following:

- Duties include but not limited to reviewing purchase orders, creating item cards and pallet labels while working with network relations and food sourcing prioritizing freight.
- Direct volunteers sorting product, restocking the pantry, checking-in clients in Oasis and preparing produce list in coordination with Network Relations
- Process distribution of special or hard-to-move products due to large quantities and/or perishable nature, e. g., produce, dairy, juices and close-coded product.

- Communicate frequently with departments within CFBNJ (Network Relations, Food Sourcing, Operations and Transportation) regarding incoming product.
- Coordinate with mobile pantries, community distribution and sites to move perishable products as needed.
- Track distribution of special products as allocated to our network partners until received and then ensure data entry is completed in a timely manner.
- Create, distribute and post daily pick tickets ensuring orders are picked timely and accurately
- Collaborate with Inventory Manager and Receiving department on selection of product for community distributions.
- Ensure mobile pantry is equipped with proper products.
- Liaison between food sourcing and partners gleaned products from supermarkets and farms. Ensure best buy and sell by date are within acceptance. Partner with other departments for quick and timely responses.
- Ensure warehouse SOPs are followed and associates are operating in a safe, positive manner

### **Desired Majors**

Agriculture, Food & Horticulture, Business, Entrepreneurship & Human Resources, Civics & Government, General Studies, Life Science, Manufacturing, Production, and Skilled Trades, Natural Resources, Sustainability & Environmental Science, Social Sciences, Open to all Majors

### **How To Apply**

Send resume, cover letter, and transcripts to [hrdept@cfbnj.org](mailto:hrdept@cfbnj.org)

## **Element Farms Inc**

**Indoor Farm Technician / Engineer, In-person, 2 open positions**

### **Overview of Position**

Our goal is to develop a tailored internship plan that meets the needs of both the Intern and the Company (Element Farms). The Intern stands to gain exposure to relevant Controlled Environment Agriculture topics, develop specific desired skills and progress on an independent project they can showcase as a testament to the knowledge and expertise they developed during the course of the internship. For the duration of the internship, Element Farms hopes to have a reliable team member who can assist with operations and contribute to production improvement while juggling other responsibilities and learning on-the-go.

### **Responsibilities/Duties/Projects**

**Indoor Farm Technician / Engineer** duties can include the following:

- Nutrient readings

- Check in with Supervisor
- Nutrient adjustments
- Greenhouse Operations
- Resource Investigation & Data Gathering
- Work in greenhouse to implement/gather data on trials
- Independent Project Time
- End of day items
- End of day Check-In

### **Desired Majors**

Agriculture, Food & Horticulture, Engineering, Manufacturing, Production, and Skilled Trades

### **How To Apply**

Send resume and cover letter to [danny@purespinach.com](mailto:danny@purespinach.com)

## **La Casa de Don Pedro**

221 Broad Street, Newark, NJ 07104

**ECED Summer internship 2024, Hybrid**, 40 open positions

### **Overview of Position**

The student interns will learn all aspects of the non profit organization, and all divisions, via a rotating schedule through each. Students will participate in all programmatic and community events affiliated with the organization work will be in a hybrid format, with both in-person and online learning experiences.

### **Responsibilities/Duties/Projects**

**ECED Summer internship 2024** duties can include the following:

- Attend orientation
- Participate in all program trainings
- Understand licensing requirements
- Learn curriculum development
- Maintain health and safety standards while housed at various centers
- Complete weekly and/or monthly reports
- Work collaboratively with fellow interns on long term summer projects
- Support daily nutrition program
- Sort and organize materials
- Complete daily tasks, as led by site coordinator or manager
- Complete end of summer project

### *Desired Majors*

Agriculture, Food & Horticulture, Arts & Design, Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Computer Science, Information Systems & Technology, Education, Engineering, General Studies, Health Professions, Humanities & Languages, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Social Sciences, Technologies & Technicians, Open to all Majors

### *How To Apply*

Send resume, cover letter, and transcripts to [mmorales@lacasanwk.org](mailto:mmorales@lacasanwk.org)

## **Raritan Valley YMCA**

144 Tices Lane, East Brunswick, NJ 08816

**Health and Wellness Intern, In-person**, 2 open positions

### *Overview of Position*

The Raritan Valley YMCA is committed to building strong kids, strong families, and strong communities throughout our area. It is a charitable, not for profit organization that welcomes all people regardless of age, race, religion, or economic status and strives to enrich each and every life through a unique and dynamic combination of programs that strengthen spirit, mind, and body. The Raritan Valley YMCA embraces the values of caring, honesty, respect, and responsibility.

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.

The Health & Wellness Intern must possess the ability to work with technological systems, be enrolled in a college degree program in a related business field or similar concentration and have some course work and/or experience in the area of intern. The candidate must have demonstrated skills and or be willing to develop skills in working with staff, volunteers, and members in the operations of the YMCA.

The position requires that the candidate successfully completes fingerprinting and background check, provides three complete written references. Current certification in CPR, First Aid, AED are helpful, but not required. Training in Blood Borne Universal Precautions and Child Abuse Prevention are required of all YMCA employees.

### Responsibilities/Duties/Projects

**Health and Wellness Intern** duties can include the following:

- Work closely with department staff on program planning and execution.
- Plan, teach and/or coordinate programs and events that deliver health education, parenting, and family care messages.
- Write weekly press releases, parent newsletter articles, and conduct social media campaigns.
- Develop marketing concepts, proposals, and event promotions as assigned.
- Produce a monthly wellness education program for members. Conduct and/or assist in seeing the calendar of events to fruition.
- Produce a monthly wellness education and social program for YMCA clientele. Conduct and/or assist in seeing the calendar of events to fruition.
- Attend staff, community, and YMCA Board or committee meetings to accomplish tasks.
- 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.
- 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

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

### How To Apply

Fill out the following form: <https://forms.gle/KdhpRhg5uVGpXX2N6>