



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 Majors

Business, Entrepreneurship, & Human  
Resources

## **A Rose in December**

629-2 stokes road Medford NJ 08055

**Social media manager, Hybrid**, 1 open position

### *Overview of Position*

The position would be for a social media and marketing manager. They would be responsible for creating, updating and managing social media as well as the business website. They would also be responsible for the merchandise for sale in the front of the store.

### *Responsibilities/Duties/Projects*

*Social media manager* duties can include the following:

- Create unique social media content on a weekly basis
- Create and implement a posting schedule
- Update social media platforms including Instagram, Facebook and X
- Create and manage a TikTok account
- Develop and implement plan to reach a larger online audience
- Promote business social media accounts to current and prospective customers
- Update business website with current content and community outreach opportunities
- Monitor and respond to reviews across multiple platforms including Facebook, Google and Yelp
- Monitor and post new content on community social media pages
- Photograph new products and projects to be used in future promotions
- Rotate seasonal items that are for sale and arrange them in a display
- Promote seasonal decor items online

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications

### *How To Apply*

Send resume and transcripts to [Aroseindecemberinc@gmail.com](mailto:Aroseindecemberinc@gmail.com)

## **A Rose in December**

629 stokes road Medford NJ 08055

**Manager, Hybrid**, 1 open position

### *Overview of Position*

Assist in managing the day-to-day operations of the store as well as employees and inventory.

### Responsibilities/Duties/Projects

*Manager* duties can include the following:

- Develop and implement employee work schedule
- Assist in payroll responsibilities
- Create an employee handbook
- Create a standard system for employee reviews
- Work with owner to resolve customer concerns
- Assist in writing and promoting job opportunities
- Review job applications for potential new hires
- Participate in job interviews including providing feedback after the interview
- Maintain cleanliness and organization of work and customer areas
- Develop standardized routine for opening and closing store
- Identify daily/weekly/monthly tasks and create a schedule for fulfilling tasks
- Oversee daily deliveries of product and the rotation of product into inventory
- Assist with inventory control and identifying when new product needs to be ordered
- Assist in ordering of new product
- Maintain financial records utilizing the point-of-sale technology
- File records using an already established system

### Desired Majors

Business, Entrepreneurship & Human Resources

### How To Apply

Send resume and transcripts to [Arroseindecemberinc@gmail.com](mailto:Arroseindecemberinc@gmail.com)

## **Absecon Capital**

3101 Revere Blvd, Brigantine, NJ 08201

**Finance Internship, Hybrid**, 5 open positions

### Overview of Position

Absecon Capital, Inc. is a hospitality management and ownership group. Founded by a collection of professionally diverse visionaries, the Absecon Capital family of brands are disrupting and redefining the coffee and casual dining segments of the U.S. food and beverage market.

Our portfolio isn't a collection of acquired brands, but a magnum opus of original and scalable concepts we've hand built. Each concept emanates from our core values of relentless craftsmanship and an unyielding mission to provide products and experiences that are unrivaled in quality and freshness.

The cornerstone of Absecon Capital is our team—seasoned professionals whose expertise are matched only by our passion. Stellar stewardship allows us to maintain exceptional quality and execution even as we ambitiously expand our operations. At Absecon Capital, operational excellence is not just a Power Point buzz word, it's our battle cry.

Join us on this exhilarating journey as we set new precedents in disruptive hospitality.

We view the internship program as a mutually beneficial opportunity designed to equip students with real world experience, while learning from industry leaders in their functional area of choice. Our goal is that an internship at Absecon Capital will enable you to build your network as an early career professional, provide you with opportunities to work with startup founders and owners, and allow you to lead your own projects.

Working with a start up provides you with a unique opportunity to get in on the ground floor of a fast growing company. Return offers may be offered to soon-to-be-graduates.

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

*Finance Internship* duties can include the following:

- Learn about Absecon Capital, our corporate structure, and business strategies
- Think broadly about our data usage and suggest creative ways to analyze it
- Handle, manipulate, and analyze data for financial projections and business expansions
- Provide weekly, monthly, and quarterly P&Ls
- Review Quickbooks categorization and automation
- Develop skills in tax collecting and filing

### **Qualifications**

- Academic major of Finance or Accounting
- GPA of 3.0 or greater
- Currently enrolled as a full-time student at an accredited college or university. Rising Seniors or rising Juniors preferred
- Candidates should have an understanding of finance and accounting concepts and principles
- Desktop software skills, particularly knowledge and use of Excel, Word, Google Drive, Quickbooks
- Strong communication skills
- Self-starter with the ability to coordinate and prioritize various assignments
- Ability to research and analyze financial information, enjoying a heavy data and analysis component to your work
- Ability to interact as a team player
- Ability to complete assignments responsibly and function independently
- Be curious and ask questions

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology, Social Sciences

### *How To Apply*

Fill out the following form: <https://forms.gle/4ps2FvtB6HJ1DGfL6>

## **Alice Paul Institute**

128 Hooton Rd, Mount Laurel, NJ 08054

**Nonprofit Development Internship, In-person**, 1 open position

### *Overview of Position*

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

Under the supervision of the Development Coordinator, the Development Intern will support API's fundraising program. Based on the organization's need, Interns will learn about non-profit fundraising through experiences in the fundamentals of development, including grant writing, gift processing, prospect research, event management, donor cultivation and stewardship, and membership.

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

Interns volunteer their time to gain first-hand experience in non-profit fundraising. They may be college or graduate/post-graduate students; we also welcome recent graduates who are looking to establish a career path and professionals who are interested in changing careers.

### *Responsibilities/Duties/Projects*

*Nonprofit Development Internship* duties can include the following:

- Mastering core admin skills such as data entry and proofreading
- Assisting in planning and management of Special Events
- Managing projects on Prospect Research
- Gaining insight into a non-profit's appeal process
- Contribute to the Newsletter's donor profile series
- Assist in updating donor communications

### Desired Majors

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

### How To Apply

Send resume and cover letter to [mcole@alicepaul.org](mailto:mcole@alicepaul.org)

## **AP Business Services**

107 Wilson Ave, Newark, NJ 07105

**Human Resources, In-person**, 1 open position

### Overview of Position

#### 1. Talent Acquisition Support:

- Assist in the recruitment process, from posting job listings to screening candidates.
- Engage in initial candidate interviews and collaborate with the HR team.

#### 2. Employee Onboarding:

- Contribute to the onboarding process for new hires.
- Work closely with the HR team to ensure a smooth transition for new employees.

#### 3. HR Administration:

- Gain exposure to HR administrative tasks, such as maintaining employee records and managing documentation.
- Assist in the implementation of HR policies and procedures.

#### 4. Employee Engagement Initiatives:

- Participate in planning and executing employee engagement activities.
- Contribute ideas to foster a positive and inclusive workplace culture.

#### 5. Learning and Development:

- Support the coordination of training programs and workshops.
- Assist in tracking employee development plans.

#### 6. HR Analytics:

- Learn to use HR analytics tools to gain insights into workforce trends.
- Contribute to the preparation of HR reports.

Why This Internship Matters:

- You'll be an integral part of the team, helping to shape the employee experience at APBS.
- Gain exposure to various facets of HR, setting a strong foundation for a career in Human Resources.
- Contribute to the growth and development of our team members.

### *Responsibilities/Duties/Projects*

*Human Resources* duties can include the following:

#### 1. Recruitment and Onboarding:

- Assist in the recruitment process, from posting job listings to conducting initial candidate screenings.
- Contribute to the onboarding process for new employees, ensuring a smooth transition.

#### 2. Employee Engagement:

- Collaborate on projects to enhance employee engagement.
- Assist in organizing team-building activities and events.

#### 3. HR Administration:

- Support with HR administrative tasks, such as maintaining employee records and updating databases.
- Assist in the implementation of HR policies and procedures.

#### 4. Training and Development:

- Work closely with HR professionals to identify training needs.
- Contribute to the development of training programs and materials.

#### 5. Performance Management:

- Support in the performance management process, including goal setting and evaluations.
- Contribute to initiatives that recognize and reward employee performance.

#### 6. Employee Relations:

- Assist in managing employee relations by addressing queries and concerns.
- Contribute to initiatives promoting a positive workplace culture.

#### 7. Compliance and Reporting:

- Learn about HR compliance requirements and assist in ensuring adherence.
- Contribute to the preparation of HR reports.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and transcripts to [andres@apbusiness.us](mailto:andres@apbusiness.us)

## **Bowman & Company LLP**

601 White Horse Pike, Voorhees, NJ 08043

**Accounting Intern, In-person**, 3 open positions

### *Overview of Position*

Internship with South Jersey's largest CPA firm. Interns will work directly with a partner and their team who will introduce them to the accounting field in either our Commercial Services Department or Governmental Services Department. Interns are considered part of the team with hands on experience for the duration of the internship.

### *Responsibilities/Duties/Projects*

*Accounting Intern* duties can include the following:

- Assist professional staff on assigned segments of audit/accounting engagements
- Perform smaller accounting engagements, such as compilation, reviews of financial statements and tax returns (as directed and supervised by engagement partner)

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume to <https://www.bowman.cpa/>

## **Boys & Girls Clubs of Gloucester County**

123 High Street East, Glassboro, NJ 08028

**Resource Development Intern, Hybrid**, 1 open position

### *Overview of Position*

The Resource Development intern assists the Development (fundraising) department of the a non-profit organization in its many functions including donor campaigns, events and grants.

### *Responsibilities/Duties/Projects*

*Resource Development Intern* duties can include the following:



### Grants & Donor Research Function:

Assists in funding research. This includes:

- Grant Research – utilizes a research checklist that the Development Director will provide for intern to identify and qualify grant prospects.
- Sponsorship Research – For sponsorships that require formal submissions, a similar process will be utilized.

Assists in donor research. This includes:

- Identifying correct contact information so that the Development & Executive Assistant can input it into database.
- Donor profile research which may include wealth research.
- Assists in other duties as needed, including writing and submission of grants.

### Data Analysis & Financial Reporting Function:

Assists in analyzing data from various sources. This may include:

- Fundraising data – utilizes Excel to compile and analyze fundraising history.
- Marketing data – utilizes analytics to determine trends.

Assists in creating reports of various types. This may include:

- Reports generated by our Bloomerang database.
- Reports generated via external data collection by third parties (such as Facebook.)

Assists in creating Excel and PowerPoint presentations. This may include:

- Graphs and charts
- Slides that embed numerical analysis

### Outreach & Executive Assistant Function:

Assists CEO, Director of Development, and Development & Executive Assistant in meeting prep. This may include:

- Putting together folders, photocopying

Helps implement Donor Cultivation & Outreach plan. This will include:

- Ongoing collection of business cards from networking meetings
- Entry of business card information into Excel
- Follow-up e-mails to every person Rob or Tay meet at their networking meetings

All Resource Development interns will assist in other areas as needed, including preparation and logistical follow-up for upcoming events.

### Desired Majors

Business, Entrepreneurship & Human Resources, Social Sciences, Communications, Open to all Majors

### How To Apply

Send resume and cover letter to [rkutzik@gcbgc.org](mailto:rkutzik@gcbgc.org)

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

**Accounts Payable Intern, In-person**, 1 open position

### Overview of Position

The Accounts Payable Intern will work in the Finance Department. The Christ Church Internship Program gives college students the opportunity to explore their future career, learn business acumen by working in a corporate setting, and get a glimpse into the life of Christ Church staff members in their field of interest.

### Responsibilities/Duties/Projects

*Accounts Payable Intern* duties can include the following:

- Process check requests.
- Reconcile departmental statements.
- Maintain documentation in accordance with organizational policy and accepted accounting practices.
- Create an SOP process through collection and comparative analysis of facts about positions.
- Work with a team to test SOP once completed and prove the positions duties and responsibilities.

What You Will Learn:

- How to create a Standard Operating Procedures (SOP)
- How to document Finance and Accounting Processes in detail within a non-profit business model.
- How to engage in analysis and problem solving.

### Qualifications

- Proficient in Microsoft Office Suite; intermediate skill level in Microsoft Excel.
- Strong verbal and written communication skills.
- Detail oriented.
- Organized, with an ability to prioritize time-sensitive assignments.

- Open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Successful completion of a background check required.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through <https://christchurchusa.org/questcollege/internships/>

**Talent Acquisition Intern, Hybrid**, 2 open positions

### *Overview of Position*

The Talent Acquisition Intern will work in the Internship Department. The Christ Church Internship Program gives college students the opportunity to explore their future career, learn business acumen by working in a corporate setting, and get a glimpse into the life of Christ Church staff members in their field of interest.

### *Responsibilities/Duties/Projects*

*Talent Acquisition Intern* duties can include the following:

- Open and close positions on internal and external job boards.
- Attend college career and internship fairs to connect with students and share job opportunities.
- Build relationships with university staff, faculty and students.
- Promote internship program on social media.
- Screen and interview applicants.
- Coordinate scheduling of interviews and calendar management.
- Coordinate background checks for interns and volunteers.
- Assist with orientation for new interns.
- Apply innovative and creative approaches to any assigned project.
- Assist with a variety of ad-hoc activities with the HR and recruitment functions.
- Develop a talent acquisition related project with potential to be implemented.

What You Will Learn:

- How to write and/or revise job descriptions.
- How to manage requisitions through the full-life cycle process.
- How to understand personnel policy and procedures as well as state and federal employment practices.

### Qualifications

- Understanding of basic HR terminology.
- Proficiency in Microsoft Office Suite; intermediate skill level in Microsoft Word and Excel; Google Suite
- Strong verbal and written communication skills.
- Detail oriented.
- Organized, with an ability to prioritize time-sensitive assignments.
- Open to constructive criticism and customer feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Successful completion of a background check required.
- Personable, able to comfortably and pleasantly deal with a variety of people.

### Desired Majors

Business, Entrepreneurship & Human Resources, General Studies, Humanities & Languages, Social Sciences

### How To Apply

Apply through <https://christchurchusa.org/questcollege/internships/>

**Marketing & Communications Intern, Hybrid**, 2 open positions

### Overview of Position

As the Marketing & Communications Intern, you will be working with the Marketing Department assisting in advertising, promotions, marketing, and editorial projects.

### Responsibilities/Duties/Projects

*Marketing & Communications Intern* duties can include the following:

- Assist with proofreading websites and other marketing content for weekend services and various events.
- Handle writing/editing marketing materials for various projects.
- Assist in creation of landing pages and marketing campaigns via ideas, product testing, etc.
- Collaborate with Media, Social Media, and Design departments in producing marketing elements for campaigns, events, and initiatives.

What You Will Learn:

- How to develop and coordinate promotional schedules.
- How to work interdepartmentally to enhance effectiveness of marketing campaigns.
- How to market to different audiences (internal vs. external) through different mediums (website, social media, print, etc.).

### Qualifications

- Proficient in Microsoft Office Suite.
- Strong verbal and written communication skills.
- Experience with Trello or other project management tools (such as Slack, Monday, etc.) preferred.
- Ability to handle deadline-driven copy editing for all marketing materials weekly.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

### Desired Majors

Business, Entrepreneurship & Human Resources, Communications

### How To Apply

Apply through <https://christchurchusa.org/questcollege/internships/>

## **Cipla USA**

10 Independence Blvd, Suite 300, Warren, NJ, 07059

**HR Intern - Organization Effectiveness/Analytics, Hybrid**, 1 open position

### Overview of Position

This role provides exposure to organizational design, job analysis, policies, learning and development, and metrics in a pharmaceutical setting. The intern will contribute to the creation of an organization effectiveness dashboard, providing insights into key HR metrics for informed decision-making.

### Responsibilities/Duties/Projects

*HR Intern - Organization Effectiveness/Analytics* duties can include the following:

- Analyze existing policies through business scenario, employee asks, compliance, market best practices and suggest enhancements.
- Review and create Training Effectiveness measurement process for various managerial and leadership training programs.
- Organization Development: review job descriptions compared to actual roles and identify areas of improvement, review organization design and position data in HRIS systems and suggest improvements.
- Organization effectiveness dashboard on key HR metrics (demography, budgets, talent etc.).

- Other day-to-day duties may be assigned as needed.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and cover letter to

## **Covanta**

445 South Street, Morristown, New Jersey

**Accounting Intern, Hybrid**, 1 open position

### *Overview of Position*

Covanta is a global leader in providing sustainable waste solutions. The company's modern facilities convert waste from municipalities and businesses into clean, renewable electricity. In addition, through a vast network of treatment and recycling facilities, Covanta specializes in waste to energy ("WTE"), a vital component of the modern waste stream that diverts waste from landfills and therefore avoids significant greenhouse gas emissions.

As a Covanta intern, you will work on projects that have a real impact on sustainability. Students with a genuine interest in developing a career in renewable energy, sustainability, and waste to energy technology are encouraged to apply!

### *Responsibilities/Duties/Projects*

*Accounting Intern* duties can include the following:

- Support Finance team with corporate accounting and external reporting projects.
- Assist Finance team with filing quarterly financial statements.
- Create and review financial statements, proofreading for accuracy.
- Create journal entries, account reconciliations, and bank reconciliations.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through [covanta.com/careers](https://covanta.com/careers)

## Crossroads4Hope

3 Crossroads Drive Bedminster, NJ 07921

**Program Analysis Intern, Hybrid**, 1 open position

### Overview of Position

As a Program Analytics Intern you will play a crucial role in supporting our program analysis efforts by utilizing databases and pivot tables. You will have the opportunity to work closely with our analytics team and gain hands-on experience in data management, reporting, and visualization. This internship will provide you with valuable skills and insights into the world of data analytics within a dynamic and supportive environment.

### Responsibilities/Duties/Projects

*Program Analysis Intern* duties can include the following:

#### 1. Data Extraction and Preparation:

- Collect, clean, and organize data from various sources, including databases and spreadsheets.
- Perform data quality checks to ensure accuracy and consistency.

#### 2. Database Management:

- Assist in maintaining and updating the program-related databases.
- Develop a deep understanding of our data architecture and schema.

#### 3. Data Analysis:

- Use pivot tables and other data analysis tools to generate meaningful insights and trends.
- Assist in identifying key performance indicators (KPIs) and metrics for program evaluation.

#### 4. Reporting and Visualization:

- Create clear and concise reports and dashboards to communicate findings to stakeholders.
- Collaborate with team members to enhance data visualization techniques.

#### 5. Documentation:

- Document data analysis processes and workflows for future reference.
- Prepare user guides or documentation to assist team members.

#### 6. Collaboration and Learning:

- Collaborate with cross-functional teams to gather data requirements and feedback.
- Continuously learn and improve your analytical skills through mentorship and training opportunities.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (e.g., public health, social work, business etc.).
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Excel, including pivot tables and data functions.
- Basic knowledge of databases and SQL is a plus.
- Excellent communication and teamwork skills.
- Detail-oriented with a commitment to data accuracy.
- Self-motivated and eager to learn.

### Benefits:

- Hands-on experience in data analytics within a real-world business setting.
- Exposure to cutting-edge tools and technologies in data analysis.
- Mentorship and guidance from experienced professionals in the field.
- Networking opportunities with professionals across different departments.
- Competitive internship compensation and potential for future employment opportunities.

### Desired Majors

Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology, Life Science

### How To Apply

Send resume, cover letter, and transcripts to [asutton@crossroads4hope.org](mailto:asutton@crossroads4hope.org),  
[info@crossroads4hope.org](mailto:info@crossroads4hope.org)

## **Dover and Delaware River Railroad, LLC**

**Railroad Marketing and Business Development Intern, Hybrid**, 1 open position

### Overview of Position

This internship will focus on business development, marketing, and logistics for a short line freight railroad. The intern may be asked to interface with existing and prospective rail customers, representatives from our Class 1 railroad partners, state and local government officials, among others. Job duties will also involve market research and data collection with the goal of growing the freight business on the Dover & Delaware Railroad and its affiliated railroads, the Dover and Rockaway River Railroad and the Delaware and Raritan River Railroad (all based in New Jersey).



The intern may be asked to attend occasional in-person meetings, which will generally be in Northern and/or Central New Jersey, and will need to provide their own transportation, but a majority of the internship duties can be done remotely. Intern must have a computer with reliable internet access, and have basic proficiency in word processing and spreadsheet programs. Training on the company's project management software will be provided. Strong writing skills and a level of comfort in interacting with customers in a sales-type environment are a plus.

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

*Railroad Marketing and Business Development Intern* duties can include the following:

- Conduct market research on employer's current and prospective customers.
- Collect and aggregate data relevant to employer's business and customer base. This will include building out employer's customer database on Hive, a project management program. Existing knowledge of working with Hive is not required (but would be viewed favorably).
- Communicate with external partners including Class 1 railroads, state and local government, economic development agencies, current shippers and prospective customers via email, phone, and/or attending meetings.
- Assist EVP, VP and others with business development and marketing tasks.
- Help our company grow our business!

### **Desired Majors**

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

### **How To Apply**

Send resume, cover letter, and transcripts to **[cbanks@cadrailroads.com](mailto:cbanks@cadrailroads.com) with a copy to [sdolan@cadrailroads.com](mailto:sdolan@cadrailroads.com).**

## **Dr Stephen Oreski & Associates**

15 Farview Terr, Unit 1

**Business Administration intern, In-person, 1 open position**

### **Overview of Position**

The Business Administrative Intern will have the opportunity to work closely with professionals in your field of study and gain exposure to different facets of our business. This internship is designed to provide you with valuable insights and practical knowledge in areas such as finance, operations, marketing, or strategy. You will contribute to real projects and play a vital role in helping our company achieve its goals.

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

*Business Administration intern* duties can include the following:

- Collaborate with team members to support various business initiatives and projects.
- Assist in data analysis, financial modeling, and market research.
- Prepare reports, presentations, and business documents.
- Participate in meetings and contribute ideas to improve processes and strategies.
- Conduct competitive analysis and stay updated on industry trends.
- Support day-to-day business operations and administrative tasks.
- Provide research and insights to assist in decision-making.
- Take on additional responsibilities and special projects as needed.

### **Desired Majors**

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

### **How To Apply**

Send resume, cover letter, and transcripts to [steve@bergencountytherapist.com](mailto:steve@bergencountytherapist.com)

## **DSimone Artistry Salon & Spa**

129 Broadway Elmwood Park NJ 07407

**Business Management Intern, In-person**, 2 open positions

### **Overview of Position**

DSimone Artistry Salon & Spa is a Textured Focused Salon located in Elmwood Park, NJ. We specialize in providing exceptional hair and skin services to our clients, creating a relaxing and luxurious experience. As part of our commitment to nurturing talent and fostering growth, we are offering an internship opportunity for individuals interested in gaining hands-on experience in the business side of the salon industry.

As a Salon Business Intern, you will work closely with our salon management team to gain insights into the day-to-day operations of a thriving beauty business. This internship is designed to provide exposure to various aspects of salon management, customer service, marketing, and administrative tasks.

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

*Business Management Intern* duties can include the following:

Assist with Administrative Tasks:

- Provide support in managing appointment schedules, client records, and other administrative duties.
- Help maintain a clean and organized salon environment.

#### Customer Service:

- Interact with clients to ensure a positive and welcoming experience.
- Assist in addressing client inquiries, feedback, and concerns.

#### Marketing and Promotions:

- Contribute to social media initiatives, including content creation and scheduling posts.
- Assist in the development and implementation of promotional events and marketing campaigns.

#### Inventory Management:

- Work with the team to monitor and manage salon inventory, including beauty products and supplies.

#### Observation and Learning:

- Shadow and learn from experienced salon professionals, gaining insights into industry best practices.
- Attend team meetings and training sessions to enhance knowledge of salon operations.

#### Business Development:

- Contribute ideas for business growth and improvement.
- Assist in researching market trends and competitor analysis.

#### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Humanities & Languages, Manufacturing, Production, and Skilled Trades, Technologies & Technicians

#### *How To Apply*

Send resume, cover letter, and transcripts to [hello@dsimoneartistry.com](mailto:hello@dsimoneartistry.com)

## **Eastern Glass Block**

30 Fernwood Road, Rockaway, NJ 07866

**Digital Marketing Intern, Hybrid**, 1 open position

#### *Overview of Position*

Grow blog , website, and social media traffic engagement and site conversions, writing, marketing, design with digital mediums ( seeking more traffic ), entrepreneurial environment

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

*Digital Marketing Intern* duties can include the following:

- Distribute blog posts through social media channels
- Improve traffic to blog
- Assist in development of new web pages
- Post to social media and improve engagement
- Develop videos for marketing
- Refresh old blog posts with better image descriptions
- Help develop LinkedIn strategy
- Work on email marketing campaigns

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Communications

### **How To Apply**

Send resume to [egbman@easternglassblock.com](mailto:egbman@easternglassblock.com)

## **ETD Discount Tire Centers, Inc.**

375 South Dean Street, Englewood, NJ 07631

**Accounting Analyst, In-person**, 1 open position

### **Overview of Position**

Intern would be responsible for accounting and analysis related to our growing wholesale business including tracking sales, tracking payments, tracking popular tires sold, preparing analysis and statistics, finding opportunities, etc.

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

*Accounting Analyst* duties can include the following:

- Track receivables and payments
- Analyze delivery methods
- Analyze sales statistics
- Monitor orders
- Prepare inventory analysis
- Reconciling accounting records

### **Desired Majors**

Business, Entrepreneurship & Human Resources, General Studies

### How To Apply

Send resume to [kevin@etdtire.com](mailto:kevin@etdtire.com)

## **F&S Digital LLC**

5215 Wellington Ave STE 600B, Ventnor City NJ 08406 & 31 South St STE 305, Morristown, NJ 07960. Two office locations.

**Business Administration, Hybrid**, 1 open position

### Overview of Position

F&S Digital is a forward-thinking technology consulting, development, and implementation firm with a strong presence in New Jersey. Committed to pioneering advancements in technology, we leverage tangible innovations like robotics and building automation, alongside digital innovations in software development and secure cloud infrastructure. As a Summer Business Administration Intern at F&S Digital, you will have the unique opportunity to work closely with the Chief Executive Officer (CEO) and Chief Operating Officer (COO) to analyze the company's overall operations, identify strategic areas for growth and improvement, and collaborate with clients and vendors to explore key opportunities. This internship coincides with our company's expansion into new markets and the diversification of our brand portfolio.

### Responsibilities/Duties/Projects

*Business Administration* duties can include the following:

- Collaborate with the CEO and COO to analyze the company's overall performance, identifying areas for growth and improvement.
- Assist in financial analysis, budgeting, and forecasting to support strategic decision-making.
- Work with clients and vendors to explore potential partnerships, business development opportunities, and strategic alliances.
- Participate in market research and competitive analysis to identify market trends and opportunities.
- Contribute to the development and implementation of business strategies for expanding into new markets and diversifying our brand portfolio.
- Assist in the planning and execution of business development initiatives and projects.
- Help manage relationships with key stakeholders, clients, and partners.
- Utilize analytical skills to develop data-driven insights and recommendations for business improvement.

### Qualifications

- Strong written and verbal communication skills.
- Proficient computer skills, including Google Workspace.
- Excellent communication and organization skills.
- Strong financial and analytical understanding and skillset.
- Interest in technology and the B2B markets.
- Excitement to apply educational theory into real-life business scenarios.

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and transcripts to [hello@fsdigitalagency.com](mailto:hello@fsdigitalagency.com)

## **Ferrell Studios**

**Marketing Intern, Hybrid**, 1 open position

### **Overview of Position**

As a Marketing Intern at Ferrell Studios, you will play a pivotal role in promoting our productions and educational programs. This role offers an excellent opportunity to gain hands-on experience in the dynamic field of arts marketing. You will work closely with our marketing team to create compelling promotional materials, engage with our audience on social media, and assist in organizing marketing events.

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

*Marketing Intern* duties can include the following:

- Assist in the development and implementation of marketing strategies and campaigns.
- Drive leads and enrollments in our programs through a robust marketing strategy.
- Manage social media platforms, creating engaging content and responding to audience queries.
- Conduct market research to identify new opportunities and understand audience preferences.
- Design engaging social media content and promotional materials that align with company's mission and values.
- Assist in organizing promotional events and traditional or digital campaigns.
- Monitor and report on the effectiveness of marketing strategies.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Communications, Arts & Design

### How To Apply

Send resume and transcripts to [info@ferrellstudios.com](mailto:info@ferrellstudios.com)

## **FinTech & Sports Wagering Innovation Center**

200 Hudson St. NJCU School of Business Suite 206

**Marketing Internship, Hybrid**, 2 open positions

### Overview of Position

The Marketing intern will support the innovation center in promoting its events and programs to industry and to students and individuals in New Jersey. The role will include managing social media posting, photo and video content creation, and email marketing. The intern will also get experience in event planning and execution. They will also have opportunities to work with industry leaders, faculty, and state leadership.

### Responsibilities/Duties/Projects

*Marketing Internship* duties can include the following:

- Execute marketing campaigns across various digital channels, including websites, social media, and email marketing.
- Manage organic social media posting and campaigns across multiple platforms
- Manage email marketing campaigns and list development
- Prepare and analyze reports of campaign performance
- Coordinate with other FTSWIC staff to develop digital content

### Desired Majors

Business, Entrepreneurship & Human Resources, Arts & Design, Communications, Computer Science, Information Systems & Technology, Open to all Majors

### How To Apply

Send resume to [david@ftswinnovation.org](mailto:david@ftswinnovation.org)

## **Flows Tasty Treats**

32 Noble Street, Newark NJ 07114

**Social Media Marketing and Business Development Support Roles, Hybrid**, 5 open positions

### Overview of Position

Flows Tasty Treats is looking to hire 5 interns this summer for roles involving social media marketing and Business Development. Two interns would be responsible for creating and

promoting content that would help promote our product and mission on all social media platforms.

The remaining three will focus on Business Development initiatives that would help the company acquire new business from a wide range of customers to support our expansion efforts.

Both roles will expose students to the ins and outs of running a small business while enabling them to develop critical 21st century skills such as communication, problem solving, collaboration and leadership.

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

*Social Media Marketing and Business Development Support Roles* duties can include the following:

#### Social Media Marketing

- Research successful social media marketing campaigns
- Develop social media marketing strategy.
- Develop social media marketing campaign on various platforms.
- Track campaign results and adjust accordingly.
- Attend sales training offered through the Grant Cardone University Platform
- Attend weekly check-in with Executive Director

#### Business Development

- Attend sales calls alongside the CEO.
- Research and propose new sales channels.
- Research and apply to various Farmers markets in the NJ area.
- Research and pitch our product to wineries/bars across the country.
- Make cold calls to grocery stores, restaurants, and other retail venues.
- Manage the sales tracking process on google sheets.
- Propose edits to improve effectiveness of pitch.

### **Desired Majors**

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

### **How To Apply**

Send resume and cover letter to [contact@flowstastytreats.com](mailto:contact@flowstastytreats.com)

## **Fraser's Mathematics Solutions**

13 Boyden Street, East Orange NJ 07017

**Human Resources Intern, Hybrid**, 1 open position



## Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a proactive and motivated Human Resources Intern to join our team. As a Human Resources Intern, you will have the opportunity to gain hands-on experience in various HR functions, contributing to the success of our small business. From recruitment and onboarding to employee engagement initiatives, you will play a vital role in supporting the HR department. This internship is ideal for individuals who are eager to explore the diverse aspects of Human Resources in a dynamic and vibrant start-up work environment.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. The Human Resource Intern has the opportunity to gain exposure to various HR functions beyond their primary responsibilities. This flexibility allows them to explore different aspects of HR based on business needs, contributing to a comprehensive understanding of the organization.

## Responsibilities/Duties/Projects

*Human Resources Intern* duties can include the following:

### Recruitment Support:

- Assist in drafting and posting job descriptions.
- Screen resumes and coordinate interview schedules.
- Participate in initial candidate interviews and assessments.

### Onboarding Assistance:

- Prepare onboarding materials for new hires.
- Coordinate orientation sessions and introductions to company culture.
- Ensure smooth integration of new staff into the organization.

### Employee Record Maintenance:

- Maintain accurate staff records.
- Update and organize staff databases and documentation.
- Assist in ensuring compliance with HR policies and procedures.

### Employee Engagement Initiatives:

- Contribute to planning and executing employee engagement activities.
- Assist in organizing team-building events and recognition programs.
- Participate in employee surveys and feedback collection.

### Internal & External Communication Support:

- Assist in crafting internal communications related to HR matters.
- Help in fostering a positive and informed work environment.
- Collaborate with other departments in the development of HR-related content for company channels.
- Communicate with external audiences, such as potential candidates and partners, through various platforms.

#### Administrative Tasks:

- Handle general administrative tasks related to HR functions.
- Assist in scheduling meetings, maintaining calendars, and managing documentation.
- Provide support in HR-related projects and initiatives

#### *Desired Majors*

Business, Entrepreneurship & Human Resources

#### *How To Apply*

Send resume and cover letter to [hr@frasersmathematicsolutions.com](mailto:hr@frasersmathematicsolutions.com)

### **Sales & Marketing Intern, Hybrid**, 1 open position

#### *Overview of Position*

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking an enthusiastic and results-driven Sales & Marketing Intern to join our team. As a Sales & Marketing Intern, you will play a vital role in supporting both sales and marketing initiatives, collaborating with the team to drive business growth and increase brand exposure. This internship is ideal for individuals interested in gaining hands-on experience in the dynamic fields of sales and marketing.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. The Sales & Marketing Intern has the opportunity to gain exposure to various aspects of both sales and marketing beyond their primary responsibilities. This flexibility allows them to contribute to a comprehensive understanding of our business and industry.

#### *Responsibilities/Duties/Projects*

*Sales & Marketing Intern* duties can include the following:

Sales Support:

- Aid in lead generation and prospecting activities.
- Assist in sales presentations and customer communications.
- Work closely with the sales team to achieve targets and provide marketing support for sales initiatives.

#### Marketing Collaboration:

- Support the marketing team in developing and executing marketing strategies.
- Create content for social media and other marketing channels.
- Assist in analyzing marketing data and contributing insights for optimization.

#### Digital Marketing Assistance:

- Support digital marketing efforts, including email campaigns and social media.
- Collaborate on content creation for marketing materials.
- Assist in implementing and monitoring marketing campaigns.

#### Customer Engagement:

- Engage with customers to understand their needs and provide relevant product information.
- Contribute to customer feedback collection and analysis.

#### Sales Reporting and Analysis:

- Assist in generating sales reports and analyzing key performance indicators.
- Provide insights into sales trends and areas for improvement.
- Collaborate on developing strategies to enhance sales performance.

#### *Desired Majors*

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

#### *How To Apply*

Send resume and cover letter to [hire@frasersmathematicssolutions.com](mailto:hire@frasersmathematicssolutions.com)

### **Free Public Library of the City of Newark, New Jersey (dba Newark Public Library)**

5 Washington Street, Newark NJ 07102

**Accounting and Finance Intern, In-person, 1 open position**

#### *Overview of Position*

The Newark Public Library (NPL) has an opportunity for an Accounting and Finance Intern at its Main branch. The successful candidate will work under the supervision of the Comptroller and his/her designee(s) to engage in real-world experiences in fund accounting, audit preparation, forensic accounting research, financial reporting and other special projects as needed.

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

*Accounting and Finance Intern* duties can include the following:

- Assist Finance Team members with documentation of processes and procedures
- Work hands on with Abila MIP Accounting and Financial System platform
- Assist with procurement, accounts payables and accounts receivables transactions and corrective journal entries
- Assist in the review and management of four fund streams for internal reporting and audit development
- Observe and assist in independent audit preparation processes
- Prepare financials for capital improvement projects
- Run reports for department level financial information for budget management purposes
- Create and distribute monthly and ad hoc financial reports to internal stakeholders
- Assist Finance Team members with special projects as needed

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and cover letter to [Twright@npl.org](mailto:Twright@npl.org)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Business Development Associate, Remote**, 1 open position

### **Overview of Position**

The Business Development Associate will play a significant role in supporting the prospect identification and resource development responsibilities of Fundraising Well and its clients.

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

*Business Development Associate* duties can include the following:

- Conduct thorough market research to identify potential business opportunities and trends.
- Analyze competitor strategies and market dynamics to assess the competitive landscape.

- Develop and implement strategies for generating new business leads.
- Utilize various channels to identify and connect with potential clients.
- Build and nurture relationships with prospects to generate client business, understand their needs and provide relevant solutions.
- Collaborate with the marketing team to create compelling business proposals.
- Customize proposals based on client requirements and market conditions.
- Provide support in negotiations, contract discussions, and closing deals.
- Effectively communicate the value proposition of products to potential clients.
- Provide feedback from the field to contribute to product/service improvements.
- Update and maintain customer relationship management (CRM) systems with accurate and relevant information.
- And more! (and there is flexibility to incorporate your areas of interest)

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Civics & Government, Communications, General Studies, Manufacturing, Production, and Skilled Trades, Social Sciences

### *How To Apply*

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

**Data & Influence Associate, Remote**, 1 open position

### *Overview of Position*

The Data & Influence Associate will play a significant role in supporting the data collection and analysis, and thought leadership offerings of Fundraising Well and its clients.

### *Responsibilities/Duties/Projects*

*Data & Influence Associate* duties can include the following:

- Conduct a comprehensive comparative analysis of various survey tools and software
- Design and create engaging surveys to gather relevant data in alignment with organizational goals and objectives.
- Develop survey questions that are clear, unbiased, and capable of extracting meaningful insights from respondents.
- Implement survey distribution strategies across various platforms, ensuring maximum reach and participation from the target audience.
- Monitor and analyze survey responses, identifying trends, patterns, and outliers to derive actionable insights.
- Respond to participant inquiries and feedback, ensuring a positive and engaging experience for survey participants.

- Collaborate with Fundraising Well leadership to understand specific data requirements and tailor surveys accordingly.
- Collaborate with marketing team to promote surveys and engage with the audience effectively, and create reports summarizing survey findings..
- And more! (and there is flexibility to incorporate your areas of interest)

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Computer Science, Information Systems & Technology, Engineering, General Studies, Humanities & Languages, Life Science, Math & Physical Sciences, Social Sciences, Technologies & Technicians

### *How To Apply*

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

**Organizational Strategy Associate, Remote**, 1 open position

### *Overview of Position*

The Organizational Strategy Associate will play a significant role in supporting the management and strategic direction of Fundraising Well's full suite of services. The Associate will analyze competition and sector needs to inform decision-making.

### *Responsibilities/Duties/Projects*

*Organizational Strategy Associate* duties can include the following:

- Conduct thorough research and analysis of industry trends, market conditions, and competitive landscapes to inform the development of organizational strategies.
- Collaborate with cross-functional teams to gather and synthesize data.
- Assist in the formulation and execution of short-term and long-term strategic plans to achieve organizational goals and objectives.
- Support the identification of growth opportunities, potential partnerships, and areas for improvement through strategic assessments.
- Prepare detailed reports, presentations, and dashboards to communicate strategic insights and recommendations to Fundraising Well leadership.
- Engage in scenario planning and risk analysis to anticipate potential challenges and develop contingency plans to mitigate risks.
- Foster a culture of strategic thinking and alignment across the organization.
- Stay informed about industry best practices, emerging technologies, and economic trends to provide informed recommendations for strategic decision-making.
- Assist in the development and monitoring of key performance indicators (KPIs) to measure the success and impact of strategic initiatives.

- And more! (and there is flexibility to incorporate your areas of interest)

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Civics & Government, General Studies, Education, Health Professions, Humanities & Languages, Social Sciences

### *How To Apply*

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

## **GE Mechanical**

2316 S. Main Road Vineland NJ 08360

**Human Resources Intern, In-person**, 1 open position

### *Overview of Position*

HR intern plays a crucial role in supporting the HR department of the organization. The internship provides an opportunity for individuals to gain practical experience in the field of human resources.

### *Responsibilities/Duties/Projects*

*Human Resources Intern* duties can include the following:

- Assisting with new hiring onboarding and paperwork (I-9s, new hire reporting, background checks, schedule drug screens, creating new employee files, etc.)
- Assist in compliance, safety, training, and other company wide initiatives
- Work with Construction Management Intern on developing a safety training
- Scheduling training courses and maintain updated log of current certifications
- Filing, scanning, mailing, and other administrative duties as needed
- Maintaining confidentiality of sensitive information/documents

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through <https://gemechanical.applicantpro.com/jobs/>

**Accounting Internship, In-person**, 1 open position

### *Overview of Position*

Accounting intern typically plays a crucial role in supporting the Finance department of the organization. The internship provides an opportunity for individuals to gain practical experience in the field of accounting.

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

*Accounting Internship* duties can include the following:

- Supporting the accounts payable process by processing invoices, ensuring timely payments, and maintaining vendor records.
- Assisting in accounts receivable tasks, including creating invoices, monitoring customer payments, and reconciling accounts.
- Reconciling bank statements with the company's financial records to ensure accuracy and identify discrepancies.
- Assisting in maintaining accurate and up-to-date financial records by entering data into accounting software.
- Assisting in the preparation of financial reports, including income statements, balance sheets, and cash flow statements.
- Ensuring compliance with accounting principles, company policies, and relevant regulations.

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Apply through <https://gemechanical.applicantpro.com/jobs/>

## **GEOACL LLC DBA RAINBOW SECURE**

**Business Development and Pilot Project Intern, Hybrid**, 2 open positions

### **Overview of Position**

We are seeking a driven and resourceful Business Development and Pilot Project Intern to join our team. The successful candidate will work closely with our business development team to gather feedback, reviews, and testimonials from CIOs, CISOs, CTOs, and SMB founders, as well as secure pilot projects with Healthcare, Financial Services, Pharma, and Education organizations. This internship provides a unique opportunity to gain hands-on experience in business development and project management while working with industry leaders.

Internship Duration: 3 months with a commitment of at least 3 days a week but can be extended to 6 months and performing candidates may get an offer to join as an associate.



Who should apply: If you are a proactive individual with a passion for business development and technology project management and looking for an opportunity to gain valuable experience, we encourage you to apply.

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

*Business Development and Pilot Project Intern* duties can include the following:

- Research and identify potential clients in the Healthcare, Financial Services, Pharma, and Education industries
- Research competitor products, pricing and business development approaches.
- Collaborate with the business development team to develop strategies for business development with aim to win prospective customers in small to mid-size organizations and to win pilot projects with identified large scale organizations in identified business verticals.
- Ability to learn and use CRM (Customer Relationship development tool) and / or develop mechanism to use excel for CRM purpose.
- Reach out to CIOs, CISOs, CTOs, and SMB founders to gather feedback, reviews, and testimonials about our products and services.
- Assist in the preparation of proposals and presentations for potential clients.
- Manage pilot projects, including coordinating with clients and internal teams, tracking progress, and ensuring successful project delivery.
- Provide regular updates to the business development team on project status, challenges, and opportunities.

### **Qualifications**

- Currently pursuing a Bachelor's or Master's degree in Business Administration, Marketing, or a related field
- Strong communication and interpersonal skills
- Ability to work independently and in a team environment
- Familiarity with Microsoft Office and project management tools
- Strong organizational and time management skills
- Self-motivated and able to take initiative
- Availability to work a minimum of 15 hours per week

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology

### **How To Apply**

Send resume, cover letter, and transcripts to [hello@rainbowsecure.com](mailto:hello@rainbowsecure.com) with subject "NJ HE Internship"

## **Intern - Content Development and Design, Remote, 1 open position**

### **Overview of Position**

We are seeking a creative and self-motivated Intern to join our Content Development and Design team. The ideal candidate will be responsible for assisting in the creation, development, and implementation of high-quality content and design materials across various digital and offline platforms. This is a great opportunity for someone who is looking to build their portfolio and gain valuable experience in content creation and design.

Internship Duration: 3 months with a commitment of at least 3 days a week but can be extended to 6 months and performing candidates may get an offer to join as an associate or consultant.

Who should apply: If you are a creative and motivated individual who is passionate about content creation and design, please submit your resume, a writing sample, and a design portfolio for consideration.

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

*Intern - Content Development and Design* duties can include the following:

- Assist in researching and developing content and design ideas for various digital and offline platforms including flyers, partner assets, social media posts, surveys, graphics, and website.
- Collaborate with team members to brainstorm and develop content and design strategies.
- Write and edit engaging and informative content that is optimized for search engines.
- Create and edit graphics and multimedia content using relevant software.
- Design and develop marketing collateral such as flyers, partner assets, and social media posts using “Canva”, “beautiful AI” and others.
- Manage and organize content on various platforms and ensure consistency in branding and messaging.
- Conduct surveys and analyze data to inform content and design decisions.
- Stay up-to-date with industry trends and best practices in content development and design.

### **Qualifications**

- Currently pursuing a degree in English, Communications, Marketing, Journalism, Graphic Design or a related field.
- Strong writing and editing skills with attention to detail.
- Proficiency in Adobe Creative Suite or similar design software.
- Knowledge of SEO and digital marketing best practices.
- Strong organizational and project management skills.
- Familiarity with social media platforms and their content requirements.
- Must have the ability to work independently and as part of a team.
- Availability to work a minimum of 15 hours per week.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology

### *How To Apply*

Send resume, cover letter, and transcripts to [hello@rainbowsecure.com](mailto:hello@rainbowsecure.com) with subject "NJ HE Internship"

## **Giddings Consulting Group, LLC.**

108 Watchung Avenue, Plainfield, NJ 07060

**Summer Associate, Hybrid**, 3 open positions

### *Overview of Position*

The Summer Associate Internship at Giddings Consulting Group, LLC, offers undergraduate and graduate students a unique opportunity to engage in meaningful work within the social impact consulting realm. Interns will delve into comprehensive research on social impact initiatives by diverse organizations, municipal governments, and foundations. The role involves data collection, compilation, and collaboration with experienced professionals to contribute to innovative solutions in the dynamic field of social change.

### *Responsibilities/Duties/Projects*

*Summer Associate* duties can include the following:

- **Conducting In-Depth Research:** Investigate and analyze social impact initiatives, projects, and strategies implemented by organizations, municipal governments, and foundations.
- **Data Collection and Compilation:** Gather relevant information and data on social impact efforts and outcomes. Organize and compile the collected data into a comprehensive and user-friendly database.
- **Market and Industry Analysis:** Stay updated on trends, innovations, and best practices within the social impact sector. Provide insights that can contribute to the development of innovative solutions.
- **Collaboration with Team Members:** Work closely with consultants and other team members to understand client needs and contribute to developing tailored solutions.
- **Documentation and Reporting:** Prepare detailed reports summarizing research findings and database structures. Communicate insights effectively to support strategic decision-making.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Education, Humanities & Languages

### *How To Apply*

Send resume, cover letter, and transcripts to [principal@giddingsconsulting.com](mailto:principal@giddingsconsulting.com)

## **Graham Behavior Services**

60 NJ 36 West Long Branch, NJ

**HR intern, In-person**, 3 open positions

### *Overview of Position*

The intern will assist Graham Behavior Services in helping clients with autism reach success and independence. The intern will help support clients by helping with setting up interviews for new hires along with onboarding meetings, and working directly with admin staff to organize educational resources and complete data entry.

### *Responsibilities/Duties/Projects*

*HR intern* duties can include the following:

- Helping/working with clients
- Data Entry
- Organizing Educational Resources
- Project Coordination
- Assisting with the Caregiving of Individuals with Disabilities
- Supporting admin team with various clerical tasks
- Checking resumes
- Scheduling interview
- Additional HR tasks

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Education, Health Professions, Social Sciences

### *How To Apply*

Send resume and transcripts to [hr@grahambehavior.com](mailto:hr@grahambehavior.com)

## **Ground Support Labs, LLC.**

475 Alfred Ave Teaneck, NJ 07666

**Accounting Internship, Hybrid**, 1 open position

### **Overview of Position**

The Staff Accountant Intern will be part of the Accounting - Finance department supporting a variety of key functions, including reporting, analysis and other accounting support functions. Additionally, they will participate on calls and meetings related to the staff accountant role. They may also be asked to participate in a variety of projects that are in process.

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

*Accounting Internship* duties can include the following:

- Support accounting team in maintaining daily and month end accounting processes.
- Assist in preparation of journal entries, reconciliations and reports.
- Assist in data gathering and Ad Hoc projects.
- Develop an in depth understanding of banking products and services.
- Gain exposure to accounting and finance

### **Qualifications**

- Highly motivated with demonstration of past success.
- Strong quantitative and technical abilities.
- Strong communication and time management skills.
- Creativity and ability to think outside of the box.
- Keen attention to detail.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Open to all Majors

### **How To Apply**

Send resume to [awaldron@groundsupportlabs.com](mailto:awaldron@groundsupportlabs.com)

## **Hoboken Rock Climbing Company LLC**

1423 Clinton St, Hoboken, NJ 07030

**Program Coordinator, In-person**, 1 open position

### **Overview of Position**

The Program Coordinator will work directly with the location's Management team to organize and coordinate all facets of summer programming including our popular climbing camp programs for kids ages 7-14 . Our goal is to provide a thrilling experience for young climbers, both experienced and new to the sport. We are looking for an individual who is proactive and team-oriented with a positive attitude and strong work ethic.

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

*Program Coordinator* duties can include the following:

- Creating and maintaining registration lists.
- Communicating via phone and email to distribute camp information to customers.
- Reconciling program payments from customers
- Tracking attendance, collecting and filing necessary paperwork.
- Overseeing camp staff and scheduling.
- Working with outside vendors to ensure contracted deliverables are met.
- Managing camp activities and addressing potential problems that may arise.
- Coordinating in-house reporting and invoice management.
- The coordinator will also have the opportunity to teach climbing skills (no experience necessary - we will train you) and participate in exciting camp activities such as Slacklining, Crate Stacking, Rappelling, Climbing Movies, and off site trips.
- Applicants must be 18 years of age or older and First Aid/CPR certified.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Education, General Studies

### **How To Apply**

Send resume and cover letter to [sue.pernetti@gravityvault.com](mailto:sue.pernetti@gravityvault.com)

## **Holman Frenia Allison P.C.**

**Advisory Intern, In-person**, 2 open positions

### **Overview of Position**

Collaborate closely with our clients, managers, and partners to analyze a spectrum of financial and non-financial data. This role transcends transactional processes, encompassing a broader range of advisory services designed to provide strategic insights and value to our clients.

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

*Advisory Intern* duties can include the following:

- Engage in qualitative assessments of ESG (Environment, Social, Government), DEI (Diversity, Equity, Inclusion), and other industry-relevant topics by researching market risks and staying informed about regulatory changes.
- Quantify, manage, and enhance the value of diverse assets, including capital projects, real estate portfolios, intellectual property, intangible assets, and securities.
- Gain exposure to various facets of advisory services, including mergers and acquisitions, litigation and disputes, bankruptcy and reorganization, financial reporting, taxation, and strategic planning.
- Participate in buy-side and sell-side financial due diligence engagements for private equity and strategic corporate buyers.
- Analyze historical financial statements and evaluate operational trends to identify sustainable earnings across multiple industries, with a focus on manufacturing and distribution.
- Uphold the highest professional standards and maintain strict client confidentiality throughout all engagements.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

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

## **Hope Chocolates**

1700 South Broadway Camden NJ 08104

**Sales, Marketing, & Social Media Analyst, Hybrid**, 2 open positions

### *Overview of Position*

The Sales, Marketing, & Social Media Analyst will be responsible for implementing portions of the Hope Chocolates Marketing and Sales Plan previously developed in 2023. The Analyst will also perform a set of Marketing and Communications analyses focused on improving Brand Awareness and increasing Sales of Hope Chocolates products. Each analysis will focus on marketing, sales, or social media depending on their academic interest.

### *Responsibilities/Duties/Projects*

*Sales, Marketing, & Social Media Analyst* duties can include the following:

- Develop holiday product campaigns
- Develop strategies for market testing
- Evaluate and market test different types of products and product packaging

- Develop surveys of existing customers to understand their feedback, preferences, recommendations etc.
- Develop articles on Hope Chocolates story, successes, and employee stories for publication
- Pursue media outlets for publishing stories on Hope Chocolates
- Develop strategy to increase brand awareness
- Research various on-line advertising options (e.g., Google)
- Develop recommended strategy and implementation plan for advertising
- Measure the results of various advertising campaigns
- Implement additional automation in Wix to increase sales (checkout offers)
- Develop content and make changes to eCommerce site regarding events, communications, and other activities
- Develop content for Hope Chocolates Facebook page based on the Personas and Customer Journey Roadmap contained in the Marketing & Sales Plan
- Evaluate success of posts using information from Facebook and our Wix eCommerce Site (e.g. customer conversion rates)
- Develop strategy to increase the number of followers of site
- Develop social media improvement plans
- Evaluate Facebook advertising to increase sales
- Develop content for Hope Chocolates email campaigns based on the Marketing & Sales Plan
- Send out emails from Wix every 1-2 weeks; emails should be a mixture of product related posts, holiday and other campaigns, business related posts on how Hope Chocolates is improving the lives of its employees, and topics on Re-Entry of ex-offenders into society

### **Desired Majors**

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

### **How To Apply**

Send resume, cover letter, and transcripts to [info@hopechocolates.com](mailto:info@hopechocolates.com)

## **Housing Authority of The City of Elizabeth**

688 Maple Avenue, Elizabeth, NJ 07202

**Accounting Intern, In-person**, 1 open position

### **Overview of Position**

Under the supervision of the Director of Finance, the accounting intern will perform routine accounting functions focused on maintaining and analyzing accounting records while using specialized computer software systems.



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

*Accounting Intern* duties can include the following:

- Process resident rent payments for public housing properties in Tenmast software.
- Track rent and evaluate tenant accounts receivable in Excel
- Balance and close out daily rent deposits.
- Code vendor invoices to the correct account and process for payment.
- Assist with the preparation of monthly journal entries.
- Assist with the quarterly budget to actual reporting and evaluating variances.
- Assist with the preparation of year-end work papers.
- Assist with ad hoc reporting request.

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume, cover letter, and transcripts to [CMYERS@HACENJ.COM](mailto:CMYERS@HACENJ.COM)

## **iEvolve Experience**

485C US Highway 1 South Suite 350, Iselin, NJ 08830

**Social Service Coordinator, Hybrid**, 2-3 open positions

### **Overview of Position**

The coordinator position supports day to day operations of Mental Health trainings and projects. Key functions include managing scheduling, program tracking, admin support, phone calls, instructor communication and support.

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

*Social Service Coordinator* duties can include the following:

- Provide instructor support.
- Manage training schedules, registration, tracking, ordering of materials, and website and social media posting.
- Participate in tracking, reporting, and analysis of program evaluation for community impact.
- Manage learning management system. (LMS)
- Obtain Mental Health First Aider Certification (Provided by company)
- Company will train intern

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications, Education, Health Professions, Social Sciences, Technologies & Technicians

### *How To Apply*

Send resume, cover letter, and transcripts to [hello@ieolveexperience.org](mailto:hello@ieolveexperience.org) or apply through <https://www.ieolveexperience.org>

## **Innovation, Design, and Entrepreneurship Academy (IDEA) at Rutgers-New Brunswick**

**Design Researcher, In-person, 30 open positions**

### *Overview of Position*

IDEA is seeking Rutgers undergraduates as Design Research Interns to contribute to community-engaged research and design projects with IDEA's New Brunswick non-profit community partners to support their work. Your work will contribute to meaningful human-centered design products, processes, and services. The responsibilities and skills learned during this internship contribute to a range of career opportunities including, but not limited to: business analytics, information technology and informatics, market research analyst, user research and design (UX), research assistant, communications specialist, etc.

Design Research Interns apply to a specific specialization:

Justice Health:

This is the first training program of its kind in the country. Through this specialization students participate in a summer shadowing program with healthcare providers in the NJ Correctional System and implement a health education project for inmates. The field of correctional medicine offers much value to undergraduate students interested in pursuing a career in the health professions.

Food Distribution Programs:

Work with organizations involved with community food distribution to develop media outreach and education campaigns that drives awareness, improves accessibility, and facilitates engagement with food resources within the community. This specialization is great for those interested in learning about designing and producing communication campaigns, user experience (UX) research and design, and mobilizing ideas into action.

Energy and Environmental Innovations:

Work with environmental organizations to develop outreach and education programs that translate scientific data into information community members, policymakers, environmental resource managers, and outdoor enthusiasts can all understand and appreciate. This specialization

is great for those wanting first time programming, data collection, digital communication and/or instructional design experience.

#### Immigrant Services:

Work with organizations to communicate and amplify their mission of representing and advocating on behalf of immigrant communities, as well as strengthening the relationship between immigrants and the broader community. This specialization is great for those interested in learning about web design, producing digital media, or user experience (UX) research and design.

#### Emerging Technologies:

Work with startups and innovative organizations on market research and prototyping. This specialization is great for those interested in exploring new ideas, synthesizing research, learning about product design, and building things.

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

*Design Researcher* duties can include the following:

- Work with the community partner to identify and prioritize research-led opportunities and solutions to improve services, product, and/or organizational processes
- Plan and conduct primary research, including interviews, field observations, or surveys in project specialization area
- Plan and conduct desk research, including journal articles, reports, and additional relevant documentation
- Conduct 2-3 field site visits each week to meet and work with IDEA New Brunswick community partners in specialization area
- Meet daily with project team
- Encourage others to share their ideas and nurture creativity
- Communicate research insights at all stages of the project using writing, visuals, and verbal communication. This means you are able to think strategically and incorporate community and organizational needs with technical requirements to address the needs of the community partner
- Bridge research to application through slide decks, narratives, videos, posters, or exhibits
- Participate in cohort and professional development activities

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Education, General Studies, Arts & Design, Health Professions, Natural Resources, Sustainability & Environmental Science, Social Sciences, Humanities & Languages

### **How To Apply**

Apply through <https://go.rutgers.edu/IDEAinternship>

## JMG CPAs

62 E Main Street, Somerville, NJ 08876

349 Kinderkamack Rd, Westwood, NJ 07675

**Accounting Intern, In-person**, 10 open positions

### Overview of Position

Join us for a 12-week paid Summer 2024 Internship designed to let you apply your classroom learnings to real world challenges. You will work alongside CPAs and other seasoned accounting, tax, and business management professionals and have the opportunity to learn new skillsets, work on projects, tax, management accounting functions as well as various accounting tasks. You will also learn the preparation procedure for federal and state income tax returns for a diversified pool of clientele.

We anticipate our internship to begin late May/early June and last through early to mid-August. For selected interns, we plan to extend offers for them to join us to work during the school year on a part-time basis (up to 20 hours a week with flexibility for time-off during exams, holidays, and school breaks).

During the summer, we expect our interns to report to our Somerville or Westwood offices Monday – Friday, between the hours of 9 am and 5 pm for a total of 40 hours a week.

Interns will be provided comprehensive training in various areas of public accountancy, including auditing, advanced accounting concepts, tax preparation and research, financial statement analysis, and management accounting. Interns will be empowered to engage in projects, prepare presentations, present findings, and participate in the implementation of such strategic decisions with management, the staff, or our service providers.

### Responsibilities/Duties/Projects

*Accounting Intern* duties can include the following:

- Understands the overall concept of the firm, including the service delivery, customer service, service development goals, and all other aspects of our business model.
- Rotates through our divisions of responsibility and provides ideas to grow and improve the business.
- Accepts designated, business-focus projects to research, propose ideas and solutions, and present final project during the internship.
- Engages with customers or clients and provides service and/or sales.
- Provide suggestions to management for improving customer service and internal processes.
- Learns and becomes proficient on internal software systems.
- Assists management in creating performance reports and other ad hoc projects.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and transcripts to [hr@img-cpas.com](mailto:hr@img-cpas.com)

## **KIPP Cooper Norcross, A NJ Nonprofit Corporation**

60 Park Place, Suite 802 Newark, NJ 07102

**KIPP NJ- School Operations Internship, In-person, 2 open positions**

### *Overview of Position*

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 2

The School Operations Team Internship at KIPP NJ offers college students interested in school operations and administration an opportunity to gain practical experience and contribute to the smooth functioning of our schools. As an intern, you will be assigned various responsibilities, duties, and projects within the School Operations Team. The internship will provide valuable insight into school operations, enrollment, family communications, data management, and administrative support.

This internship will provide hands-on experience in school operations, family communications, data management, and administrative support. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of school operations.

At the conclusion of the internship, you will have gained practical experience in school operations, administrative support, data management, and customer service.

If you are passionate about supporting the operational needs of schools, ensuring a positive learning environment for students, and making a positive impact in the education sector, we encourage

### *Responsibilities/Duties/Projects*

*KIPP NJ- School Operations Internship* duties can include the following:

- **Registration:** Support the school operations team by reaching out to families to collect registration documents, ensuring all required paperwork is completed and submitted.
- **Documentation:** Assist in the scanning and digital archiving of student documents, ensuring proper organization and confidentiality. Safely destroy paper versions of documents following established protocols.

- Supporting School Organization and Beautification: Contribute to the organization and beautification of our schools. This may involve tasks such as arranging furniture, creating signage, and maintaining a clean and welcoming environment for students, staff, and families.
- Classroom Moves: Assist in packing and unpacking classrooms during moves, ensuring that supplies, furniture, and equipment are properly organized and ready for use.
- Setup of Supplies: Support the setup and distribution of supplies, including textbooks, instructional materials, and other resources needed for classroom instruction.
- Administrative Duties: Assist with administrative duties such as collecting residency and immunization documents from families, ensuring compliance with state and district requirements.
- Managing Data Tools/Spreadsheets: Utilize data tools and spreadsheets to track registration submissions, ensuring accurate and up-to-date information is maintained. Assist in generating reports and analyzing data as needed.
- Supporting Front Office Staff: Provide support to front office staff with family communications, including answering phone calls, responding to inquiries, and providing general assistance to ensure smooth operations.

### Qualifications

- Currently pursuing a degree in education, business administration, business management or a related field.
- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.
- Proficiency in using Microsoft Office suite.
- Attention to detail and commitment to accuracy.
- Ability to handle sensitive and confidential information with discretion.
- Flexibility and adaptability in a fast-paced environment.
- Passion for education and supporting the operational needs of schools.

### Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors, Social Sciences, Math & Physical Sciences, Technologies & Technicians, Manufacturing, Production, and Skilled Trades, General Studies, Education, Computer Science, Information Systems & Technology

### How To Apply

Send resume and transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

**KIPP NJ- KIPP Forward Team Internship, In-person, 4 open positions**

### Overview of Position

Internship Overview: KIPP Forward Team

Duration: 10 weeks

Number of Interns: 4

The KIPP Forward Team Internship offers college students interested in education, career development, and alumni outreach an opportunity to gain practical experience and contribute to the success of our alumni programs. As an intern, you will be assigned various responsibilities, duties, and projects within the Forward Team. The internship will provide valuable insight into alumni engagement, event planning, content creation, social media management, and student support.

This internship will provide hands-on experience in alumni engagement, event planning, content creation, social media management, and student support. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of education and career development.

At the conclusion of the internship, you will have gained practical experience in alumni outreach, event coordination, content creation, and student support.

If you are passionate about supporting the success of alumni, engaging with students, and making a positive impact in the education sector, we encourage you to apply for this internship

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

*KIPP NJ- KIPP Forward Team Internship* duties can include the following:

- **Calendar Invites:** Support the counselors by creating calendar invites for the academic year, ensuring that important dates and events are properly scheduled and communicated to students.
- **Engagement Text Messages:** Assist in drafting text messages that will be sent to alumni, providing reminders, updates, and relevant information to support their ongoing engagement.
- **Event Planning:** Support in planning events for students over the summer, including logistics coordination, attendee management, and on-site support.
- **Direct Work with Alumni:** Work in one-on-one or small group settings with current alumni, providing support and guidance in their career and educational pursuits.
- **Team Meetings:** Join team meetings and meet with other teammates to learn about various roles and gain exposure to different aspects of the KIPP Forward Team's work.
- **Social Media Management:** Create daily posts for Instagram and Facebook, highlighting the summer internship program and other initiatives, and engaging with the alumni community online.
- **Text Campaign Management:** Assist in managing text campaigns, including sending weekly mass messages to unenrolled alumni, informing them of upcoming and important dates.
- **In-Person School Visits:** In-person visits to our schools to gather updated information on alumni and their achievements.

- Alumni Outreach: Support the team in texting students program application reminders, workshop reminders, and other relevant communications to engage and support the alumni community.
- Content Creation: Create Instagram posts and reels to highlight the summer internship program and other initiatives, showcasing the achievements and success stories of our alumni.
- Photography: Visit various internships sites to capture photos and videos of interns in action, documenting their experiences and capturing visual content for promotional purposes.
- Future Leaders Recruitment: Help recruit new students to the upcoming Future Leaders Cohort, assisting in outreach efforts and promoting the program.
- Operations Support: Provide support in any way that helps the career team meet its goals, which may include tasks such as database updates, newsletter creation, attending team meetings, and relevant trainings.
- Mental Health Resources: Update mental health resources for our alumni base in both Newark and Camden, ensuring that they have access to relevant and up-to-date support services.
- Student Support: Support group sessions led by our Social Workers for K-12 students in our school system, assisting with logistics, participant engagement, and documentation.

### Qualifications

- Currently pursuing a degree in education, counseling, communications, or a related field.
- Strong written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficiency in using social media platforms.
- Attention to detail and commitment to accuracy.
- Ability to handle sensitive information with discretion.
- Flexibility and adaptability in a fast-paced environment.
- Passion for education, alumni engagement, and supporting student success.

### Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Education

### How To Apply

Send resume and cover transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

**KIPP NJ- Accounting Team Internship, In-person, 2 open positions**

### Overview of Position



## Internship Overview: Accounting Department at KIPP NJ

Duration: 10 weeks

Number of Interns: 2

The Accounting team provides financial visibility, internal controls management and audit management in order to keep our scholars safe and schools in good standing with stakeholders. In all endeavors, this team aims continuously refine and develop efficiencies in order to reduce the cost of overhead and increase dollars in the classroom.

The Accounting Internship at KIPP NJ offers college students studying accounting or finance an opportunity to gain practical experience and contribute to the financial operations of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Accounting Department. The internship will provide valuable insight into the nonprofit sector and real-world accounting practices.

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

*KIPP NJ- Accounting Team Internship* duties can include the following:

- Reconciling Financial Data: Assist in reconciling financial data to ensure accuracy and compliance with accounting standards and policies.
- Reviewing Accounts Payable Statements: Collect and review accounts payable statements, verifying accuracy and completeness of documentation.
- Reconciling System Data: Help reconcile financial and accounting system data to identify discrepancies and ensure data integrity.
- Assisting with Budgeting and Financial Analysis: Support the accounting team in budgeting processes and financial analysis tasks as needed.
- Participating in Month-End Closing Procedures: Contribute to month-end closing activities, including journal entries, account reconciliations, and financial reporting.
- Assisting with Audit Preparation: Assist in gathering and organizing financial records and documents for internal and external audits.
- Contributing to Financial Reporting: Aid in the preparation of financial reports, including balance sheets, income statements, and cash flow statements.
- Conducting Research and Analysis: Perform research and analysis on accounting and finance topics as assigned by the supervisor.
- Collaborating with Team Members: Work closely with other members of the Accounting Department, providing support and assistance as needed.
- Adhering to Policies and Procedures: Follow established accounting policies, procedures, and ethical standards to ensure accuracy and integrity in financial operations.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology

### How To Apply

Send resume and transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

## **Military Veterans Installation, LLC**

205 US-46, Suite 7C, Totowa, NJ 07512

**HR/Accounts Payable Intern, In-person**, 1-2 open positions

### Overview of Position

The Human Resources/Accounts Payable Internship is designed to adequately expose each student to real work experiences, while connecting these experiences to their academic studies in their field of study. Interns will be expected to be self-starters, highly organized and motivated to advance quickly in this internship. An individual who possesses creative and critical thinking skills will enjoy the flexibility and freedom that this internship provides to the right candidate.

### Responsibilities/Duties/Projects

*HR/Accounts Payable Intern* duties can include the following:

- Preparing and maintaining accounts payable electronic file and folder structure for audit readiness
- Reviewing and redacting information
- Filing and maintaining electronic documents, entering invoices into the system
- Reviews and processes vendor invoices, check requests and employee expense reports
- Reconcile invoices with statements and verify accuracy of related documents
- Document and review internal financial processes and recommend changes to management
- Assists in developing financial reports and provide trend reporting and other analysis on an ad-hoc basis
- Assist in creating budget templates for upcoming budget cycle
- Assist in the preparation of journal entries related to monthly general ledger activity and adjusting entries as needed
- Analyze and research financial information pertaining to statements of operations, assets, liabilities and capital
- Support the audit/review of our financial statements by our external auditors
- Assist with performing research on technical accounting matters, as they may arise
- Review monthly bank reconciliations
- Review all intercompany balances on a monthly basis

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Open to all Majors

### *How To Apply*

Send resume, cover letter, and transcripts to [mvinstallers.avs@gmail.com](mailto:mvinstallers.avs@gmail.com)

## **NAMI New Jersey**

1562 US-130, North Brunswick Township, NJ 08902

**NAMI NJ SAMHAJ Outreach Intern, Hybrid**, 1 open position

### *Overview of Position*

As a South Asian Multicultural Programs Intern, you will play a crucial role in supporting the planning, implementation, and assessment of initiatives that showcase and celebrate the diverse cultures of South Asia within our organization. This internship provides a unique opportunity to gain practical experience in program coordination, event planning, and community engagement with a focus on South Asian heritage.

### *Responsibilities/Duties/Projects*

*NAMI NJ SAMHAJ Outreach Intern* duties can include the following:

Program Development and Planning:

- Collaborate with the South Asian Multicultural Programs team to generate innovative ideas for culturally relevant initiatives.
- Research and propose events, workshops, and activities that highlight the traditions, art, and history of South Asian cultures.

Event Coordination:

- Assist in planning and executing events that celebrate and honor the diverse cultures of South Asia, managing logistics, marketing, and participant coordination.
- Liaise with speakers, performers, and community representatives to ensure the success of events.

Content Creation:

- Contribute to the creation of marketing materials, social media content, and promotional campaigns that showcase the beauty and significance of South Asian cultures.
- Develop engaging content to raise awareness and encourage participation in our South Asian Multicultural Programs.

#### Data Collection and Analysis:

- Help collect feedback and data from South Asian multicultural programs to assess their impact.
- Analyze data to identify areas for improvement and success stories to share with the team.

#### Community Engagement:

- Actively engage with employees and community members to promote awareness and participation in South Asian Multicultural Programs.
- Establish and strengthen relationships with external organizations that share our commitment to celebrating South Asian heritage.

#### *Desired Majors*

Business, Entrepreneurship & Human Resources, Education, General Studies, Health Professions, Humanities & Languages, Social Sciences

#### *How To Apply*

Send resume to [KSampson@naminj.org](mailto:KSampson@naminj.org)

#### **NAMI NJ Signature Program Intern, Hybrid, 2 open positions**

##### *Overview of Position*

The NAMI NJ Signature Program Intern reports to the Family Program Director, and will work 15 hours per week during the time frame for internship.

The Signature Programs Intern will support the expansion and implementation of NAMI NJ's Signature Programs.

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

*NAMI NJ Signature Program Intern* duties can include the following:

- Assist in expanding Signature Programs including but not limited to:
- Family Support Group, Family to Family, Ending the Silence and others
- Serve as producer for signature program trainings, check ins and refreshers.
- Recruit new volunteers for signature programs.
- Assist in screenings of applicants for Signature Program trainings.
- Maintaining evaluation tools.
- Arrange and Track Ending the Silence presentations.
- Coordinating scheduling with schools and other entities.
- Design and deliver various communications to program leaders.

- Publicity/marketing - designing materials, working with communication staff and innovating new approaches.
- Assist in Volunteer recognition activities.
- General administrative support such as answering calls, emailing and organizing (zoom schedules).
- Complete other related responsibilities, duties and logistics as assigned.
- Spanish speaking applicants strongly desired.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Education, Social Sciences, Humanities & Languages, General Studies, Communications

### **How To Apply**

Send resume to [Ksampson@naminj.org](mailto:Ksampson@naminj.org)

## **New Jersey American Water**

New Jersey American Water, 1 Water Street, Camden, NJ 08102

**Operational Compliance Intern, In-person**, 2 open positions

### **Overview of Position**

NJAWC Operational Compliance is seeking a detail-oriented and motivated Intern to join us this summer. The Operational Compliance Intern will research, review, and assist with regulatory compliance processes. The Operational Compliance Intern will have the opportunity to learn about the water and wastewater industry and relevant legal and regulatory requirements. The Operational Compliance Intern will report to the Director of Operational Compliance.

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

*Operational Compliance Intern* duties can include the following:

- Assist with desktop reviews of regulatory compliance
- Collaborate with team members to improve workflow processes
- Prepare, transfer and store documents to ensure high standard of accuracy and organization
- Analyze and review compliance data
- Conduct quality assurance of data sources
- Contribute to other projects as needed

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Engineering, Natural Resources, Sustainability & Environmental Science

### *How To Apply*

Send resume to [amwater.com](http://amwater.com)

## **North Jersey Friendship House**

125 Atlantic Street, Hackensack, NJ 07601

**Human Resources Intern, In-person**, 1 open position

### *Overview of Position*

The role of the Human Resources Intern is to provide administrative support to the HR department and assist in meeting the agency's HR needs.

### *Responsibilities/Duties/Projects*

*Human Resources Intern* duties can include the following:

- Conduct candidate phone screens.
- Schedule internal and external candidates for interviews with HR and hiring managers.
- Prepare internal job postings and post external positions.
- Complete verifications of employment.
- File and maintain HR documents.
- Assist with orientation and onboarding of new hires.
- Assist with HR projects as needed.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through [njfriendshiphouse.org/careers](http://njfriendshiphouse.org/careers)

## **Overhead Solutions Group, PA**

2 Route 37 W., Ste F #1082, Toms River, NJ 08753

**Accounting Internship, Hybrid**, 2 open positions

## *Overview of Position*

As an Accounting Intern at our firm, you will assist with financial reporting, gain hands-on experience in accounts payable and receivable, and support the finance team with monthly close processes. This role offers a unique opportunity to develop practical accounting skills and understand the inner workings of financial operations in a dynamic business environment. Ideal for students pursuing a degree in accounting or finance, this internship provides mentorship, exposure to real-world financial challenges, and a platform to enhance analytical and problem-solving skills.

## *Responsibilities/Duties/Projects*

Accounting Internship duties can include the following:

- Interns will be responsible for utilizing educational knowledge and experience to perform numerous accounting related responsibilities such as:
- Respond to client and firm associate requests in a timely, accurate, positive and professional manner
- Respond to inquiries from client and work with client to gather necessary information for completion of required documents
- Use data analysis skills to discover useful information and patterns to provide support in recommendations
- Proactively identify improvement opportunities in processes to enhance efficiency
- Prepare individual, business and fiduciary tax returns and projections in accordance with firm and professional standards as directed by leadership
- Understand and effectively use current tax and accounting software applications
- Research tax related issues and other related financial reports
- Communicate with engagement leaders regarding open items or other important matters in a timely manner
- Prepare (or review client prepared) financial statements and footnotes, management reports, and other reports as needed
- Develop technical competency with GAAP, especially related to assigned product line
- Bookkeeping for business clients using Quickbooks or other accounting software
- Bank reconciliations
- Recording journal entries
- Reconciling general ledger accounts
- Complete special projects as needed and other duties assigned

## *Desired Majors*

Business, Entrepreneurship & Human Resources

## *How To Apply*

Apply through <https://overhead.bamboohr.com/careers/25?source=aWQ9MTg%3D>

## **Ramapo College of New Jersey**

505 Ramapo Valley Road, Mahwah, NJ 07430

**Small Business Development Center Entrepreneurship Internship, In-person**, 1 open position

### **Overview of Position**

The Small Business Development Center at Ramapo College seeks an Entrepreneurship Intern. In this role, the Intern will be mentored by the Regional Director Vincent Vicari. They will prepare materials and equipment for public business events, community engagements, events hosted by regional chambers of commerce, and other content-specific events such as the Small Business Success program of Unibail Westfield Garden State Plaza in Paramus, NJ. As learning progresses, Interns will shadow industry expert consultants providing insight and research for consultant reports to clients. Based upon intern interests, they can choose finance, market engagement, accounting functions, business plans analysis. This program affords students to grow, utilize classroom learning, develop interpersonal skills, learn empathy and give back at a vulnerable time in their growing and academic development.

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

*Small Business Development Center Entrepreneurship Internship* duties can include the following:

- Join Zoom calls with consultants as part of a finance team helping package loan applications
- Attend training by a industry expert consultant over zoom
- Collect documents sent from client and organize for loan application
- Learn to edit business plans specific to loan application use
- Research industry date to prepare trend reports
- Gain experience providing feedback to consultants after zoom calls
- Attend NJSBDC statewide and National training webinars, and weekly calls with your lead consultant
- Summarize Zoom meetings to write narratives real time or recorded
- Book follow-up meetings with consultant and clients
- Organize electronic files into client subdirectories
- Assist other interns to support teamwork

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume, cover letter, and transcripts to [vvicari@ramapo.edu](mailto:vvicari@ramapo.edu)



## **Small Business Development Center Operations Internship, Hybrid, 1 open position**

### **Overview of Position**

The SBDC Center Operations Intern will work both on-site and remotely to learn the function of the SBDC and its support of the regional business community. As learning progresses, the Intern will execute select center operations under the mentorship of the Ramapo SBDC Regional Director Vincent Vicari, including marketing, communications, and general customer service. The Intern will engage with a multicultural audience in a fast-paced and dynamic economic development ecosystem, while learning how a grant-funded public service can make a difference to the private sector. Intern schedules will match that of the business community as the work of the SBDC aligns with non-traditional populations. Bi-lingual skills may be utilized both in spoken and written form.

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

*Small Business Development Center Operations Internship* duties can include the following:

- Clerical duties, data entry, phone, Zoom, office productivity software, ie. MS Office, Powerpoint, Word, Excel
- Provide customer service for in-office meetings
- Keep track of document files for clients applying for a loan
- Assist other interns to support a team approach to business services
- Attend occasional networking and training sessions with center staff
- Creating fillable forms to use as questionnaires and surveys
- Prepare handout packets for chamber of commerce events
- Assist at occasional ribbon cuttings, and assisting online methods of market engagement
- Interface with other partner governmental agencies
- Helping with zoom and occasional web meetings

### **Desired Majors**

Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume, cover letter, and transcripts to [vvicari@ramapo.edu](mailto:vvicari@ramapo.edu)

## **Raritan Valley YMCA**

144 Tices Lane, East Brunswick, NJ 08816

**Business and Finance Intern, In-person, 1 open position**

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

The Business and Finance Intern must possess the ability to work with numbers, excel, learn, accounting software, and 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 internship. The candidate must have demonstrated skills and or being willing to develop skills in working with staff, volunteers and members in the operations of the YMCA. The person must be trustworthy, honest and work with integrity.

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**

*Business and Finance Intern* duties can include the following:

- Understand and adhere to all Raritan Valley YMCA's policies and procedures.
- 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.
- Follows established association procedures and policies relative to assignments.
- Learn the DAXKO point of sale software system, run reports as requested, gather statistics, input required data for budget and finance matters. Become familiar with Peachtree accounting software basics and assist with accounting tasks assigned.
- Provide written materials for work as requested.
- Monitor reports for accuracy. Report any deficiencies to the finance staff or Executive Director immediately.
- 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.
- Communicate with supervisor regularly on status of work.

- Choose and complete a project that will benefit YMCA operations and advance interns individual educational and professional development goals.
- Attend all staff meetings, training sessions and special events as required.
- Perform other job duties as requested and necessary.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Health Professions, Math & Physical Sciences, Computer Science, Information Systems & Technology, General Studies

### *How To Apply*

Fill out the following form: <https://forms.gle/ogj8dnYHSqL3DeBU7>

## **SAGE ELDERCARE**

290 Broad St, Summit NJ 07901

**Marketing Intern, In-person**, 1 open position

### *Overview of Position*

We are seeking a talented and motivated Marketing Intern to join our team for a summer internship. This is an exciting opportunity for someone looking to gain hands-on experience in the field of marketing while contributing to the growth of a non-profit eldercare agency.

### *Responsibilities/Duties/Projects*

*Marketing Intern* duties can include the following:

- Assist in the development and implementation of marketing strategies.
- Collaborate with the marketing team to execute various campaigns across online and offline channels.
- Conduct market research and analyze industry trends to identify opportunities for growth.
- Create and curate engaging content for social media platforms, newsletters, and other marketing channels.
- Assist in organizing and coordinating events, both virtual and in-person.
- Monitor and report on the performance of marketing campaigns using analytics tools.
- Provide support in the creation of marketing materials, such as brochures, presentations, and advertisements.

### *Qualifications*

- Currently pursuing a degree in Marketing, Business, Communications, or a related field.
- Strong written and verbal communication skills.
- Familiarity with social media platforms and digital marketing trends.

- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in Microsoft Office and basic design tools.
- Creative mindset with a keen eye for detail.
- Enthusiastic and eager to learn about marketing strategies and tactics.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

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

## **Suga Cain Enterprises, LLC dba Ninalem's Party**

5105 State Route 33, 2nd Floor, Wall Township, NJ 07727

**Sales Intern (Wholesale Sales), In-person**, 1 open position

### *Overview of Position*

As a Wholesale Sales Intern at Ninalem's Party, you will play a pivotal role in supporting the wholesale sales team to expand our market reach and enhance customer relationships. This internship provides a unique opportunity to gain hands-on experience in wholesale operations, client management, and business development within the lively party decor industry.

Ninalem's Party is a statement party supply brand with a mission to inspire the world to Party Unapologetically! We are a female-founded brand that manufactures and designs bold, snarky, and stylish party supplies you won't find anywhere else. In addition to our strong e-commerce presence, we can be found in over 400+ stores nationwide including HomeGoods and Urban Outfitters. Our products are perfect for bachelorette parties, girls weekends, birthdays and more!

### *Responsibilities/Duties/Projects*

*Sales Intern (Wholesale Sales)* duties can include the following:

1. Client Relationship Management:
  - Assist in managing relationships with wholesale clients.
  - Respond to inquiries and provide excellent customer service to wholesale partners.
2. Sales Support:
  - Collaborate with the sales team to develop and implement strategies for reaching sales targets.
  - Prepare sales materials and presentations for client meetings, including samples and linesheets/catalogs.
3. Order Processing:

- Support the order processing workflow, ensuring accuracy and timely fulfillment.
  - Coordinate with internal teams to facilitate smooth order transactions.
4. Market Research:
    - Conduct market research to identify potential wholesale clients and market trends.
    - Analyze competitor activities and identify opportunities for growth.
  5. Communication:
    - Communicate regularly with wholesale clients to gather feedback and address any concerns.
    - Assist in the creation of marketing materials to promote wholesale products.
  6. Data Analysis:
    - Analyze sales data to track performance and identify areas for improvement.
    - Prepare reports on sales metrics for review by the sales team.
  7. Business Development:
    - Contribute to identifying new business opportunities and potential partnerships.
    - Assist in the development of strategies to expand the company's wholesale customer base.
  8. Administrative Support:
    - Provide general administrative support to the wholesale sales team.
    - Maintain organized records of client communications and transactions.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume, cover letter, and transcripts to [careers@ninalemsparty.com](mailto:careers@ninalemsparty.com)

**E-commerce Intern (Omnichannel), In-person**, 1 open position

### *Overview of Position*

Ninalem's Party is searching for a dynamic E-commerce Intern who is ready to immerse themselves in the exciting world of online retail! In this exciting role, you will gain hands-on experience in managing e-commerce operations across platforms such as Amazon, Etsy, Shopify, and other marketplaces. This internship offers a unique opportunity to contribute to various aspects of our e-commerce strategy, from product listings to customer engagement.

Ninalem's Party is a statement party supply brand with a mission to inspire the world to Party Unapologetically! We are a female-founded brand that manufactures and designs bold, snarky, and stylish party supplies you won't find anywhere else. In addition to our strong e-commerce presence, we can be found in over 400+ stores nationwide including HomeGoods and Urban Outfitters. Our products are perfect for bachelorette parties, girls weekends, birthdays and more!

### Responsibilities/Duties/Projects

*E-commerce Intern (Omnichannel)* duties can include the following:

1. Multi-Platform Management:
  - Assist in managing product listings and storefronts on Amazon, Etsy, Shopify, and other e-commerce platforms.
  - Ensure consistency and optimization of product information across platforms.
2. Order Fulfillment:
  - Support the order processing workflow to ensure accurate and timely fulfillment.
  - Coordinate with logistics and warehouse teams to optimize inventory and shipping processes.
3. Customer Engagement:
  - Respond to customer inquiries and reviews on different platforms.
  - Contribute to customer engagement strategies to enhance the online shopping experience.
4. Digital Marketing Collaboration:
  - Collaborate with the marketing team to execute digital marketing initiatives on e-commerce platforms.
  - Assist in creating and scheduling content for product promotions and campaigns.
5. Analytics and Reporting:
  - Analyze e-commerce metrics, sales data, and customer behavior.
  - Prepare reports on performance indicators and provide insights for optimization.
6. Competitor Analysis:
  - Conduct research on competitors within the party supply market on various platforms.
  - Identify opportunities for differentiation and improvement.
7. Product Launch Support:
  - Assist in the launch of new products on e-commerce platforms.
  - Contribute to strategies for product visibility and promotion.
8. Website Maintenance:
  - Contribute to the maintenance and updating of the company's e-commerce website.

- Ensure accurate product information, pricing, and a user-friendly experience.
9. Collaboration with Marketplace Policies:
- Stay informed about and comply with policies and guidelines on each e-commerce platform.
  - Contribute to strategies that align with platform-specific requirements.
10. Content Creation:
- Assist in creating compelling product descriptions, images, and other content to drive sales.
  - Contribute to the development of marketing materials for online campaigns.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, General Studies, Humanities & Languages

### *How To Apply*

Send resume, cover letter, and transcripts to [careers@ninalemsparty.com](mailto:careers@ninalemsparty.com)

## **The Boys & Girls Club of Atlantic City**

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

**Marketing Summer Associate, In-person**, 1 open position

### *Overview of Position*

The Marketing Summer Associate position will be an integral part of the resource development team focusing on marketing initiatives such as print, social media, email and databases.

### *Responsibilities/Duties/Projects*

*Marketing Summer Associate* duties can include the following:

- Building and maintaining relationships: Interfacing and communicating with staff and club members as well as community sponsors and partnerships about our mission and fundraising goals.
- Data Collection and Compilation: Gather relevant information and data on social impact efforts and outcomes. Organize and compile the collected data into a comprehensive and user-friendly database.
- Market and Industry Analysis: Stay updated on trends, innovations, and best practices within the social impact sector. Provide insights that can contribute to the development of innovative solutions.

- Social Media: Take photos on Club approved camera of club activities and events. Prepare content for social media posts to stay current and innovative. Develop content and campaigns to increase social media users and impressions.
- Documentation and Website: Prepare detailed reports summarizing research findings and database structures. Communicate insights effectively to support strategic decision-making. Monitor website and database including Donor Perfect.
- Special Events and Club Connection: Support ongoing marketing initiatives such as weekly newsletters and upcoming events. Engage with Public Relations and other marketing avenues to distribute information.
- Flyers and Marketing Collateral: Assist in design and review of print materials and distribution of collateral.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Open to all Majors, Arts & Design

### *How To Apply*

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

**Programming & Workforce Development Summer Associate, In-person**, 1 open position

### *Overview of Position*

This position will play an integral role in the Workforce Development Program and will develop and implement several initiatives in the department to include care management, guest speaker outreach, partnership engagement, event coordination and documenting.

### *Responsibilities/Duties/Projects*

*Programming & Workforce Development Summer Associate* duties can include the following:

Care Management:

- Assist in the development and implementation of care management strategies for youth participants.
- Collaborate with program leaders to ensure the well-being and positive development of club members.

Guest Speaker Outreach:

- Identify and reach out to potential guest speakers from various industries to enrich the learning experiences of our youth.
- Coordinate schedules and logistics for guest speaker engagements.

Partnership Building:



- Actively engage with local businesses, organizations, and community leaders to establish and nurture partnerships.
- Work towards securing partnerships that align with the Boys and Girls Club's mission and goals.

Event Coordination:

- Assist in the planning and execution of events, workshops, and activities that contribute to the holistic development of our youth.
- Collaborate with team members to ensure successful event outcomes.

Documentation and Reporting:

- Maintain accurate records of care management activities, partnership agreements, and event details.
- Provide regular updates on progress and outcomes to the Programming and Workforce Development team.

**Desired Majors**

Business, Entrepreneurship & Human Resources, Education, General Studies, Health Professions, Open to all Majors

**How To Apply**

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

**The Charismatic Chemist**

**R&D Lab Administrator, In-person**, 1 open position

**Overview of Position**

Operations for our R&D department. This position prepares correspondence, memoranda, and reports for business meetings and internal or external communications (emails, presentations, reports). This position works cross-functionally with other departments to ensure efficiency in productivity and planning.

**Responsibilities/Duties/Projects**

*R&D Lab Administrator* duties can include the following:

- Help to coordinate R&D projects, including planning, to implement, monitoring, and evaluating the overall project
- Responsible for support and related activities for the development of new products and R&D staff members on a daily basis.

- Coordinate between various internal departments to expedite and successfully execute and lead multiple projects to completion.
- Prepare shipment of samples and handle shipping activity of samples/marketing material for Meetings/ customers/ Internal departments & Maintain a Log of all samples and marketing material submitted to customers.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Documentation support including but not limited to packaging review & approval and support documentation needed for import/export.
- Effectively communicate and update team members and leadership with updates, timelines, risks and issues, and plan of action
- Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.), prepare and monitor invoices, and Maintain logs for various UPS / FEDEX accounts outside service agency and contract labs
- Schedule meetings and appointments for the r entire R&D department, including all levels of upper management
- Create, compose and edit written materials as needed, and forward them to appropriate departments.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Work in accordance with the lab, R&D formulation team, and other departments as needed.
- Performs other related duties as assigned & administrative tasks as needed.
- Familiarize and become proficient in using Batch Metrics system
- Check inventory of raw materials needed for newly approved shade scheduled for production
- Recheck newly approved formulas of colleagues and verify formula accuracy
- Assist with stability testing when necessary
- Catalog and file Leneta cards of newly approved color cosmetic shades
- Generate/retrieve production, retain and maintain all documentation accordingly.
- Generate batch tickets for production scale up
- File Batch records after speed check approval
- Assure all final products produced are within specifications.
- Assist with requesting/purchasing of raw materials when needed

Other Responsibilities Including Safety:

- Works in a safe and responsible manner in order to create an injury-free and incident-free workplace.
- Complies with all job-related safety and other training requirements.
- Keeps management informed of area activities and of any significant problems.

**Desired Majors**

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

### *How To Apply*

Send resume and cover letter to [Hello@TheCharismaticChemist.com](mailto:Hello@TheCharismaticChemist.com)

## **The Gravity Vault LLC**

107 Pleasant Avenue, Upper Saddle River, NJ 07458 (one intern)

40 Watchung Ave, Chatham, NJ 07928 (one intern)

**Program Coordinator, In-person**, 2 open positions

### *Overview of Position*

The Program Coordinator will work directly with the location's Management team to organize and coordinate all facets of summer programming including our popular climbing camp programs for kids ages 7-14 . Our goal is to provide a thrilling experience for young climbers, both experienced and new to the sport. We are looking for an individual who is proactive and team-oriented with a positive attitude and strong work ethic.

### *Responsibilities/Duties/Projects*

*Program Coordinator* duties can include the following:

- Creating and maintaining registration lists.
- Communicating via phone and email to distribute camp information to customers.
- Reconciling program payments from customers
- Tracking attendance, collecting and filing necessary paperwork.
- Overseeing camp staff and scheduling.
- Working with outside vendors to ensure contracted deliverables are met.
- Managing camp activities and addressing potential problems that may arise.
- Coordinating in-house reporting and invoice management.
- The coordinator will also have the opportunity to teach climbing skills (no experience necessary - we will train you) and participate in exciting camp activities such as Slacklining, Crate Stacking, Rappelling, Climbing Movies, and off site trips.
- Applicants must be 18 years of age or older and First Aid/CPR certified.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Education, General Studies

### *How To Apply*

Send resume and cover letter to [sue.pernetti@gravityvault.com](mailto:sue.pernetti@gravityvault.com)

## Two River Theatre Company, Inc.

21 Bridge Avenue Red Bank, NJ 07701-1105

**Admin/General Management, Hybrid**, 1 open position

### Overview of Position

Two River Theater (TRT) seeks a curious individual who has an interest in understanding the administration and management components and details of nonprofits operations. TRT is looking for a person who has a high attention to details, that thrives in a collaborative work environment, is able to also complete tasks autonomously and enjoys being involved in multiple initiatives at a time.

The Finance/General Management Intern reports to the Director of Finance. They will focus on daily/monthly administrative responsibilities, project management tasks and may include executive assistant support to the Managing Director. This individual will learn the operational side of running a non-profit theater organization through hands on administrative support.

### Responsibilities/Duties/Projects

*Admin/General Management* duties can include the following:

- Responsible for a variety of administrative tasks and moderately complex assignments;
- Manages inter-departmental communications and tasks, in addition to interfacing with public, i.e. answer and screen incoming calls;
- Write, edit, and proofread correspondence, reports, proposals, meeting minutes and various other documents;
- Create, organize and maintain confidential files and records, including personnel files;
- Process vendor invoices for payment, including matching to packing slips, review for accuracy, entering invoices into QuickBooks, filing and organizing related documents, research vendor invoice issues and mail payments;
- Collaborate on independent contractor and employee agreements with the General Manager;
- Assist in administering petty cash, including documenting expenditures, gathering and organizing receipts, and summarization;
- Assist in administering purchasing functions, including obtaining optimal pricing, organizing supplies delivered;
- Project management on special projects, which may include creating presentations, planning and coordinating multiple project assignments, and working with various resources to gather and disseminate important information;
- Use various PC software packages, including spreadsheets, word processing and graphics to produce high quality reports, tables, graphs, presentations, and other documents;
- Schedule and organize appointments, meetings, and conferences;
- Maintain the calendar-using Outlook;
- Research assignments, processes, and analyzes data and;

- Coordinate travel arrangements and process expenses.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and cover letter to [mayageorge@trtc.org](mailto:mayageorge@trtc.org)

## **Walker Brand Collective**

**Copywriting Internship, Remote**, 1 open position

### *Overview of Position*

If you are a meticulous writer with a discerning palate and a desire to leave your mark on a brand synonymous with unparalleled luxury, then this is your chance to raise your voice and join the Chalice Premium team. Develop captivating website copy, email campaigns, and social media content that resonates with our target audience. Think strategic storytelling, beautiful visuals, and a dash of creative flair.

### *Responsibilities/Duties/Projects*

**Copywriting Internship** duties can include the following:

- Develop and execute high-quality copywriting across channels: Craft evocative website content, emails, newsletters, social media captions, and marketing materials that resonate with our discerning audience.
- Infuse luxury into every word: Write captivating product descriptions that entice members and showcase the unparalleled value of Chalice Premium experiences.
- Embrace versatility: Compose compelling romance copy and scripts, and contribute to writing case studies and papers for internal and external consumption.
- Master the art of copyediting: Enhance existing content with meticulous attention to detail and ensure brand consistency across all materials.
- Refine your communication skills: Draft professional stakeholder correspondence and deliver presentations, honing your ability to articulate complex ideas concisely.
- Immerse yourself in luxury: Gain firsthand experience with curated events, gourmet food and beverage journeys, and culturally enriching experiences, allowing you to translate your knowledge into evocative copy.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications, Education, General Studies, Humanities & Languages, Social Sciences

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2885058>

**Business Development Internship at Chalice Premium, Remote**, 1 open position

### *Overview of Position*

We're seeking a driven and ambitious intern to help grow and join our dynamic Business Development team. This is an incredible opportunity to gain valuable experience in a fast-paced startup environment, contribute to exciting growth initiatives, and learn from industry veterans. As a Business Development Intern, you'll play a key role in expanding Chalice Premium's reach and establishing strategic partnerships.

### *Responsibilities/Duties/Projects*

*Business Development Internship at Chalice Premium* duties can include the following:

- Conduct market research and competitive analysis to identify potential growth opportunities.
- Help develop and implement strategies to expand brand awareness and customer acquisition.
- Assist with the development and execution of targeted marketing campaigns across various channels.
- Develop and nurture relationships with existing and potential partners, including retailers, distributors, and partners
- Support with event planning and execution, including trade shows, pop-up shops, and product launches.
- Collaborate with cross-functional teams to implement growth initiatives.
- Engage in client outreach and relationship-building activities.
- Learn to analyze data and key performance indicators to assess the success of business development efforts.
- Assist in preparing and delivering presentations to internal and external stakeholders.
- Participate in cross-functional projects and contribute to team goals.
- Stay up to date on industry trends and developments.
- Generates new and innovative ROI positive ideas

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2880671>

## Walker Brand Collective Inc

**Fundraising and Investment Intern, Remote**, 1 open position

### Overview of Position

Chalice Premium Investment And Fundraising Intern will focus on attracting and accelerating businesses' capital in various ways including funds, investments and grants to provide goods and services that meet business needs, and increasing growth opportunities. The intern will assist in strategy development and activation.

Chalice Premium Investment and Fundraising Intern to join beverage startups and help grow incoming capital while minimizing equity dilution. Chalice Premium Investment and Fundraising Intern will play an integral role in advancing our efforts in securing funding, managing investments, procuring grants and building sustainable financial resources for our organization.

### Responsibilities/Duties/Projects

*Fundraising and Investment Intern* duties can include the following:

Investment Analysis:

- Conduct in-depth research and analysis of potential investment opportunities (companies, funds, or projects).
- Develop comprehensive financial models and investment memos to assess feasibility and potential returns.
- Perform thorough due diligence, including market research, competitor analysis, and financial statement review.
- Stay abreast of industry trends and market news, identifying emerging opportunities and potential risks.

Fundraising:

- Research and identify prospective investors and donors aligned with our mission and impact goals.
- Support the development of compelling fundraising presentations and materials.
- Prepare and manage grant proposals, adhering to deadlines and grant requirements.
- Actively participate in industry events and network with potential investors and partners.
- Assist with donor relationship management and stewardship activities.

General Support:

- Participate in team meetings and contribute valuable insights to ongoing project discussions.
- Prepare professional reports and presentations on assigned tasks.
- Provide administrative support as needed, including data entry and document

Market Research and Analysis:

- Conduct thorough market research to identify potential investment opportunities and fundraising prospects. Analyze market trends, competitor activities, and economic indicators to provide valuable insights.

### *Desired Majors*

Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2880851>

## **Walker Brand Collective Inc**

**Project Management Intern, Remote**, 1 open position

### *Overview of Position*

The Project Management and Chief of Staff will play an integral role by working alongside the Founder and CEO to optimize the company's overall business operations, utilizing the company's project tracking system, while meeting strict deadlines

This individual will gain high-level experience of the ins and outs of managing an e-commerce startup, as well as developing and fostering a space for education and growth.

### *Responsibilities/Duties/Projects*

*Project Management Intern* duties can include the following:

- Assist founder with planning, scheduling, and executing projects from conception to completion.
- Manage project tasks, track progress, and identify and mitigate risks.
- Coordinate with internal and external stakeholders to ensure project goals are met.
- Prepare and present project reports and documentation.
- Conduct research and analysis to support project decision-making.
- Participate in project meetings and contribute to team discussions.
- Learn and utilize project management tools and methodologies.
- Maintain a positive and professional attitude in a fast-paced environment.
- Support the implementation and monitoring of quality assurance processes to ensure project deliverables meet established standards.
- Partner with the Founder to oversee project performance and accountability to ensure that operations are running accordingly, including tracking the progress of priority projects and ensuring that deadlines are being met
- Pinpoint areas that are not meeting standards and optimize according to plan



- Manage Founder’s calendar on a weekly basis by collecting all priorities and collaborating with the team to assign tasks based on availability, team’s schedule, and project urgency
- Manage Founder’s project tracking system and check-in on progress of to-do lists, ensuring tasks are properly assigned, tracked, and completed within designated timeframes
- Ensure information is being relayed and communicated, and that team members are completing specific tasks that contribute to the larger scope of the projects
- Assist with planning and executing successful team meetings by writing agendas, recaps, and detailed minutes of the meeting
- Monitor and respond to all priority emails, identifying tasks that need to be completed
- Compile, refine, and optimize content for key communication materials
- Actively seek opportunities to learn about project management methodologies, tools, and best practices.
- Engage in training sessions and workshops to enhance project management skills.
- Work closely with the Founder to assist with sourcing, networking, and maintaining partnerships with key business personnel, such as suppliers, investors, mentors, influencers, brands, and board members
- Assist with the planning and successful execution of fundraising initiatives to scale Chalice Premium.
- Partner with the team and Founder to explore revenue generating opportunities and successfully execute events, webinars, speaking opportunities, workshops events by creating documents and infographics to highlight the Founder’s and company’s credentials
- Assist with data asset management by organizing content and resources across all company’s communication platforms
- Develop and maintain project documentation, including timelines, budgets, and resource plans.
- Track project progress and identify and manage risks.
- Communicate effectively with stakeholders, including team members, clients, and vendors.
- Participate in project meetings and take detailed notes.
- Administrative, project management, finance, and analytics experience are highly preferred.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Communications, General Studies, Humanities & Languages, Social Sciences

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2882330>

## **Wellcare Nurses and Staffing**

185 Central Ave Ste 501 East Orange, NJ 07018

**Business Development Intern 2024, Hybrid**, 2 open positions

### **Overview of Position**

As a Business Development and Partnership Intern at Wellcare Nurses and Staffing, you will have the opportunity to gain hands-on experience in the dynamic and fast-paced field of healthcare staffing. This internship is designed to expose you to various aspects of business development, strategic partnerships, and client relationship management within the healthcare industry.

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

*Business Development Intern 2024* duties can include the following:

Market Research and Analysis:

- Conduct market research to identify potential clients and industry trends.
- Analyze competitor activities and market dynamics to support strategic decision-making.

Partnership Development:

- Assist in identifying and cultivating strategic partnerships with healthcare facilities and institutions.
- Collaborate with the business development team to explore and establish mutually beneficial partnerships.

Client Relationship Management:

- Support the maintenance and enhancement of relationships with existing clients.
- Assist in developing and implementing strategies to ensure client satisfaction and retention.

Sales Support:

- Provide support in the development of sales presentations, proposals, and other materials.
- Assist in coordinating and participating in client meetings and presentations.

Administrative Tasks:

- Perform various administrative tasks to support the business development and partnership functions.
- Maintain accurate and up-to-date records of client interactions and partnerships.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, General Studies, Health Professions, Humanities & Languages, Math & Physical Sciences, Technologies & Technicians

### *How To Apply*

Send resume, cover letter, and transcripts to [ugoeze@wellcarenurses.com](mailto:ugoeze@wellcarenurses.com)

## **YMCA of the Pines**

1303 Stokes Road, Medford, NJ 08055

**Business/Communications Intern, In-person**, 1 open position

### *Overview of Position*

The intern position will give the opportunity to enhance verbal and non-verbal communication skills through various projects and use of sophisticated customer service and achieve wide-spread communication which transfers to every aspect of life and career. The intern will grasp an understanding of office and business procedures that will benefit them through their next steps in college, other internships and in their career. We allow room for creativity and exploration, to utilize creativity to complete projects and relay information, including website management. Through the internship, the intern can established a set of professional and personal goals to work towards through the duration of the ten (10) weeks. Some markers and examples of these goals include, but are not limited to; an increase in confidence (in abilities), to gain strong leadership skills, create written media, form relations/networks, and to increase professional organization skills. The Financial Developmental aspects will coincide with a wide variety of studies/majors. The use of Excel spreadsheets, Power Point, Publisher and Word will enhance skill sets.

The intern will gain an array of how to handle practical, everyday life communication between other professionals, parents of our campers and from our members; from emails to making and receiving making calls regarding business inquiries, as well as a plethora of customer queries. There is an aspect of understanding and working through stress management and a wide-range of understandings on how an office runs to withstand a large non-profit business offering the opportunity to enhance social abilities and allows for an increase of confidence, as they will be able to assist the flow of business operations.

The aspect of writing is crucial to any degree. Through the creation of press releases, writing narratives and media postings, this will increase the experience in information relay and using effective communication to get messages across quickly.

Professional organizational skills are a necessity in both college and the workforce. Entering an office position requires professional skills to be tuned in when facing customer and business inquiries. This intern position most of your daily conversation exchanged in the office is professional whether it be between a customer or a colleague. Organizational skills range from time management to document filing. While operating through tasks and busy office days, you will learn the importance of a to-do list and reminders. Leadership skills are vital to any upstanding position in the workplace and the intern will be able to learn and grow from observing and working directly with their supervisor and other colleagues.

We will focus on the intern having a fruitful, rewarding, knowledge based experience that will mature and enhance the skill set. Our mission is to help people to explore, grow, thrive and ultimately become the best version of themselves.

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

*Business/Communications Intern* duties can include the following:

- General non-profit management
- Create outlet for a wide-variety of communication, marketing and writing skills
- Press releases, social media posts, blog posts, website updates
- Create Power Point presentations and flyers
- Help with special events and fundraising events
- Database management, various software programs and Excel
- Donation management, various software programs and Excel
- Research projects
- Alumni projects
- Website management
- Understand basic office procedures
- Manage email inbox and calendar
- Learn various software programs
- How to process memberships
- Sophisticated customer service
- Verbal and non- verbal communications
- Answering phone calls and emails (e-mail skills and phone etiquette)
- Attend Annual meeting in May to observe and participate for a professional event
- Attend staff meeting in June to observe how staff meetings can be held

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Education, General Studies, Humanities & Languages, Open to all Majors

### **How To Apply**

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

## **Absecon Capital**

3101 Revere Blvd, Brigantine, NJ 08201

**Marketing Internship, Hybrid**, 5 open positions

### *Overview of Position*

Absecon Capital, Inc. is a hospitality management and ownership group. Founded by a collection of professionally diverse visionaries, the Absecon Capital family of brands are disrupting and redefining the coffee and casual dining segments of the U.S. food and beverage market.

Our portfolio isn't a collection of acquired brands, but a magnum opus of original and scalable concepts we've hand built. Each concept emanates from our core values of relentless craftsmanship and an unyielding mission to provide products and experiences that are unrivaled in quality and freshness.

The cornerstone of Absecon Capital is our team—seasoned professionals whose expertise are matched only by our passion. Stellar stewardship allows us to maintain exceptional quality and execution even as we ambitiously expand our operations. At Absecon Capital, operational excellence is not just a Power Point buzz word, it's our battle cry.

Join us on this exhilarating journey as we set new precedents in disruptive hospitality.

We view the internship program as a mutually beneficial opportunity designed to equip students with real world experience, while learning from industry leaders in their functional area of choice. Our goal is that an internship at Absecon Capital will enable you to build your network as an early career professional, provide you with opportunities to work with startup founders and owners, and allow you to lead your own projects.

Working with a start up provides you with a unique opportunity to get in on the ground floor of a fast growing company. Return offers may be offered to soon-to-be-graduates.

### *Responsibilities/Duties/Projects*

*Marketing Internship* duties can include the following:

- Learn about Absecon Capital, our corporate structure, and business strategies
- Think broadly about our data usage and suggest creative ways to analyze it
- Handle, manipulate, and analyze user data for market segments analysis, product development, and business expansions
- Create daily social media, newsletter, and other marketing content
- Research trending products, music, and talent for content
- Develop marketing strategies to increase reach and engagement

### *Qualifications*

- Academic major of Business, Sales, Marketing, or another related area
- GPA of 3.0 or greater
- Currently enrolled as a full-time student at an accredited college or university. Rising Seniors or rising Juniors preferred
- Candidates should have an understanding of sales and marketing concepts and principles
- Desktop software skills, particularly knowledge and use of Excel, Word, Google Drive, PowerPoint, Email. Social media skills on Instagram, Facebook, Twitter, TikTok, Google Ads.
- Strong communication skills
- Self-starter with the ability to coordinate and prioritize various assignments
- Ability to research and analyze user information, enjoying a heavy data and analysis component to your work
- Ability to interact as a team player
- Ability to complete assignments responsibly and function independently
- Be curious and ask questions

### *Desired Majors*

Arts & Design, Business, Entrepreneurship & Human Resources, Humanities & Languages, Social Sciences

### *How To Apply*

Fill out the following form: <https://forms.gle/GV7LLepNgcgvgKbA9>

## **All Things Are Possible Foundation**

611 Beverly Rancocas Rd, Willingboro, NJ 08046

**Student Group Leader (2), Marketing Intern (1), In-person**, 3 open positions

### *Overview of Position*

Student Group Leader:

ATAP Foundation is seeking a motivated individual who will be responsible for maintaining students in a safe, structured, fun and values-based program for school-aged children. This position works to achieve the ATAP mission and to provide direct support to the CEO and the Program Director.

Marketing Associate:

The Marketing Intern will support ATAP's marketing and communications efforts in a variety of initiatives aimed at promoting ATAP's childcare and educational programs across several mediums. This professional internship will help develop marketing, writing, photography,

design, and digital media skills while gaining hands-on experience in a non-profit, independent learning environment.

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

*Student Group Leader (2), Marketing Intern (1)* duties can include the following:

Student Group Leader:

- Responsible for actively assisting with planning, leading and assisting with group activities and craft.
- Attend field trips and workshop.
- Responsible for providing a safe, happy environment in a caring, honest, respectful and responsible way for the children to grow socially and emotionally by supporting all staff and volunteers.
- Maintain the cleanliness and organization of the space, supplies.
- Assisting with general safety, supervision and management of program participants.
- Actively participate in all training sessions, designated meetings and periodic special events.
- Work cooperatively and communicate effectively and professionally with parents, students, staff, and various community organizations.

Marketing Associate:

- Update or create content for the ATAP's digital platforms, including Facebook, Instagram, YouTube, and others
- Collaborate on email campaigns and social media initiatives
- Cover summer events and create content through writing, photography, or videography
- Assist in planning, writing, and managing digital communications
- Design digital and print marketing materials and graphics
- Provide input for creative marketing strategies and social media campaigns
- Collaborate with staff on new ideas, directions, and tools for marketing and communications

### **Desired Majors**

Education, General Studies, Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Open to all Majors

### **How To Apply**

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

## **Branch Brook Park Alliance**

115 Clifton Ave, Suite 300, Newark, NJ 07104

**Program Associate - Nonprofit Management, In-person, 2 open positions**

### **Overview of Position**

Branch Brook Park Alliance is currently seeking a dedicated and proactive Intern eager to gain insights into the nonprofit sector and program development. This opportunity is ideal for someone committed to making a positive impact in the lives of others, possessing a self-driven, proactive approach, and a track record of focusing on and completing tasks. As an intern, you'll gain valuable experience in planning and implementing programs as outlined on our website, [www.branchbrookpark.org](http://www.branchbrookpark.org).

You'll have the unique chance to collaborate closely with various members of the administrative team, including the President, Director of Operations, Horticulturist, and Fund Development Manager. This role offers a comprehensive learning experience in strategic planning, effective communication, and the seamless execution of programs that engage volunteers, showcase their contributions, and increase awareness of this vital community work. Special emphasis will be placed on your professional growth and development. This position is an excellent opportunity for hands-on learning and invaluable experience in a dynamic, outcome-focused nonprofit environment.

### **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.

### **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.

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



*Program Associate - Nonprofit Management* duties can include the following:

#### 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 determinants 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.

#### INTERN RESPONSIBILITIES

- Develop volunteer 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 in the spring season.
- Motivate and empower program participants to learn workforce skills through service in Branch Brook Park in the summer season.
- Lead other community volunteers in Branch Brook Park in caring for the landscape.
- Craft marketing content in the form of videos, photos and writing for social media, community canvassing tools, and professional presentations.
- Advocate for service by writing and editing regular blog posts.

#### *Desired Majors*

Civics & Government, General Studies, Health Professions, Education, Engineering, Math & Physical Sciences, Life Science, Social Sciences, Open to all Majors, Business, Entrepreneurship & Human Resources

#### *How To Apply*

Apply through <https://branchbrookpark.org/internships>

## **Chad School Foundation**

60 Park Place, Newark, NJ 07102

**Program Assistant, In-person**, 3 open positions

### **Overview of Position**

The Chad School Foundation is an education policy and advocacy organization that works to uphold excellence in education by improving student outcomes for historically disadvantaged children attending public schools. Through commissioning research, convening key stakeholders and decision makers, and awarding scholarships, the Foundation leads efforts to support the academic success of students of color and to raise the expectations for student achievement in the Newark community.

The intern will work to provide support to The Chad School Foundation office and staff. He/she will help organize, set up, and participate in Chad events as well as publicize events and educational topics on social media and complete general office work.

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

*Program Assistant* duties can include the following:

- Meeting and special event conception, planning, coordination, and support.
- Marketing and communications support, including website and social media maintenance, poster and flyer design, and copy writing.
- Attendance at meetings of organizations and committees.
- Research related to Chad School Foundation programmatic initiatives, and other education policy related topics.
- Additional tasks and projects assigned by the Executive Director or Project Manager.

### **Qualifications**

- Professionalism: Must be reliable and dependable, reporting to work, completing assignments, and responding to communications (emails, texts, phone calls) promptly.
- Commitment to promoting diversity, equity, and inclusion.
- Ability to work during the window and occasional evenings to support staff and board meetings and events.
- Positive attitude and courteousness.
- Excellent verbal and written communication skills.
- Proficiency in basic computer skills, i.e., word processing, spreadsheets, presentations, web sites, and social media.

### **Desired Majors**

Education, Communications, Business, Entrepreneurship & Human Resources, Civics & Government, Computer Science, Information Systems & Technology, General Studies, Humanities & Languages

### **How To Apply**

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

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

**Social Media Intern, Hybrid**, 1 open position

### **Overview of Position**

The Social Media Intern will be working mainly with the marketing team and assist in the advertising and promotion of upcoming events based on the CC 2024 calendar. The candidate will assist in expanding our social media presence, cultivate and design social media campaigns, including recording and editing videos and photographs. This position will also be responsible for maintaining the social media performance reports and creating dashboards for review and analysis.

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

*Social Media Intern* duties can include the following:

What You Will Do:

- Assist departments with advertising upcoming activities and events on social media.
- Manage and facilitate an attractive and engaging social media presence on all main social platforms.
- Maintain the social media reporting dashboard and help analyze campaign trends and kpi's.
- Record and edit videos and photographs.
- Capture prime, attractive moments to share on social media pages.

What You Will Learn:

- How to build a strong social presence and community following.
- How to navigate the system of algorithms, tags, and descriptions.
- How to successfully market and build awareness of key events through social media.
- How to build reports and analyze social media key performance indicators (KPIs).
- How to create inspiring content within brand guidelines and established content pillars.

### **Qualifications**

- Creative and flexible.

- Solid understanding of main social media platforms (Facebook, Instagram, TikTok, YouTube).
- Proficient in Microsoft Office.
- Knowledge of Adobe Photoshop, Illustrator, Final Cut Pro, and iMovie. Knowledge of Canva/CapCut is a plus.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

### **Desired Majors**

Communications, Business, Entrepreneurship & Human Resources

### **How To Apply**

Apply through <https://christchurchusa.org/questcollege/internships/>

**Media Production Intern, Hybrid**, 1 open position

### **Overview of Position**

As the Media Production Intern, you will be working with the Media Department assisting in production team development and support as well as recording, producing, creating, and assessing production projects.

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

*Media Production Intern* duties can include the following:

What You Will Do:

- Assist in producing live production technology services to events in a fast-paced environment.
- Equip and maintain media team leadership, create goals, lead devotionals, and other relationship building aspects of team development.
- Develop regular team connection events (i.e. virtual gatherings, socials, etc.) and opportunities for media crew members to grow together and develop in their gifts and as a team.
- Assist with media process and procedures on planning efficient projects and high outcomes.
- Assist with troubleshooting various audio and video issues.
- Full production application and operation of media output in these various areas of post-production, camera operating, and audio engineering.
- Consult regularly with Associate Media Director regarding media team related issues

- Convert CD, file, burn and assemble CD masters and album and update logos through graphic design.

#### What You Will Learn:

- Elements of developing a healthy functioning team atmosphere in a media setting
- Applicable leadership skills to apply in media production
- Firsthand experience in complete production process from conception to completion
- All roles in media, as well as how they relate with and function together

#### Qualifications

- Creative and scheduling flexibility is a must.
- Proficiency (or willingness to develop proficiency): Microsoft Office, ProPresenter 7, Planning Center Online, Trello
- Adobe Creative Suite; not required but a plus.
- Production, Digital transfers, and Audio capabilities.
- Must have strong verbal and written communication skills.
- Willingness to develop leadership and time management skills
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

#### Desired Majors

Communications, Business, Entrepreneurship & Human Resources, Humanities & Languages

#### How To Apply

Apply through <https://christchurchusa.org/questcollege/internships/>

## **Cipla USA**

10 Independence Blvd, Suite 300, Warren, NJ, 07059

**Communications Intern, Hybrid**, 1 open position

#### Overview of Position

We are seeking a dynamic and motivated intern to join our Communications team. The Communications Intern will play a pivotal role in supporting both internal and external communication initiatives. This hands-on internship offers a unique opportunity to gain practical experience in crafting compelling messages, engaging with diverse audiences, enhancing employee engagement, and contributing to a positive work environment and the overall success of our communication strategies.

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

*Communications Intern* duties can include the following:

Content Creation:

- Assist in developing engaging content for internal and external communication channels, including event invites, press releases, digital signage, podcast, and social media posts.
- Curate campaigns with the use of multiple platforms in the communications ecosystem.

Internal Communication:

- Collaborate with team members to promote internal communication campaigns, ensuring alignment with organizational goals.
- Support the development and distribution of internal communications materials to enhance employee engagement.

External Communication:

- Assist in drafting press releases, social media posts, campaigns, and other materials to promote the organization externally.
- Contribute to the management of social media account(s), creating content to increase brand awareness and engagement.
- Monitor social media channels for relevant conversations and trends.

Event Coordination:

- Support the planning and execution of internal and external events, ensuring effective communication before, during, and after events.

External Research & Feedback Analysis:

- Supports researching best practices and competitor social media and communications analysis.
- Assist in collecting and analyzing feedback on internal communication efforts.
- Contribute to the evaluation of communication strategies and suggest improvements.

### **Desired Majors**

Communications, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and transcripts to [sevenhills.panyala@cipla.com](mailto:sevenhills.panyala@cipla.com) or apply through <https://career10.successfactors.com/career?company=C0001172882P>

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5, Piscataway, NJ 08854

**Marketing Intern, Hybrid**, 1 open position

### **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 Programs and Fundraiser Marketing Intern. This role provides a stimulating prospect to make a valuable contribution to educational initiatives while simultaneously acquiring practical knowledge in the areas of marketing strategies, event coordination, and donor relations. You will contribute significantly to our team by aiding in the development and implementation of marketing campaigns, coordinating fundraising activities, and providing support to college initiatives that seek to empower students.

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

*Marketing Intern* duties can include the following:

- Help develop and sustain connections with sponsors, donors, and collaborators;
- Help conduct research to identify prospective funding methods such as sponsorships and grants;
- Help manage the grant application process and compose grant proposals
- Help coordinate fundraising campaigns and events
- Help track donor information and manage fundraising efforts using software and databases
- Help foster a collaborative partnership with the marketing team in order to develop promotional materials for fundraising endeavors;
- Help deliver exceptional customer service to stakeholders and benefactors;
- Help manage and engage on social media accounts, including developing promotional materials and marketing campaigns

### **Desired Majors**

Communications, Computer Science, Information Systems & Technology, Education, Business, Entrepreneurship & Human Resources, Arts & Design, General Studies, Math & Physical Sciences, Technologies & Technicians, Open to all Majors, Engineering

### *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)

**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.)
- 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

### How To Apply

Send resume and cover letter 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 gleaning 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)

## **DATATUSK INC**

**Business Analyst, Hybrid**, 1 open position

## Overview of Position

Datatusk is a Technology Consulting company with a specialization in Cybersecurity, Cloud & Application Modernization. Datatusk provides cloud-first software, digital, analytics and infrastructure services enabling digital business transformations, revenue growth, increased

productivity and higher customer engagement. We are seeking a Business Analyst Intern who will have an opportunity to learn the business while getting exposure to a variety of business processes, and hands-on experiences with complex projects and work to solve it alongside a team of software developers and other business analysts. You'll liaise with stakeholders and clients to determine the best possible solution, and you will create and execute a plan to bring that vision to reality.

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

*Business Analyst* duties can include the following:

- Collect and analyze data to uncover trends and insights.
- Document and analyze current business processes for improvement opportunities.
- Assist in gathering and documenting business requirements.
- Support project managers in coordinating tasks and timelines.
- Support business development processes by researching relevant market and technical requirements
- Communicate effectively with team members and stakeholders.

### **Qualifications**

- Pursuing or recently completed a degree in Business, Finance, or related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Eager to learn and adapt in a dynamic business environment. Self-motivated, naturally curious and ability to take lead and drive for results

### **Desired Majors**

Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Technologies & Technicians

### **How To Apply**

Send resume, cover letter, and transcripts to [hr@datatusk.com](mailto:hr@datatusk.com)

## **ELEVATE TO EVEN PLUS**

**Marketing Intern, Hybrid**, 1 open position

### **Overview of Position**

By developing, coordinating, and evaluating the marketing materials used to support the Eleven+ mission, the marketing internship role is critical for strengthening the Eleven+ Internship program and building awareness on how Eleven+ is expanding access to opportunities and making an equitable future possible for all.

The intern will work collaboratively with the Chief Program Officer and engage with the Eleven+ Executive Director. In this role, the intern will also be interacting with other Eleven+ interns, intern hosts, intern mentors, and Eleven+ partners.

This intern will participate in the Eleven+ professional development programs and will have the opportunity to gain exposure to the various roles in the organization. There will also be an opportunity to interact with partner nonprofits' social media/marketing coordinators and other host partners throughout the summer.

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

*Marketing Intern* duties can include the following:

- The Marketing Intern will evaluate, coordinate, and develop marketing materials for use in social media and print for Eleven+.
- The intern will create an engaging marketing/social media content calendar for the summer and autumn 2024.
- The intern develops content specific to Instagram to introduce the interns to the community and will coordinate the intern video stories project.
- The intern will develop and manage the ongoing intern testimonial feature project. The intern will coordinate the outreach to interns and facilitate the interview process to capture and document insight into the intern's experiences. These testimonials will be shared as social posts and throughout other marketing materials.
- The intern will work with our Founder (Executive Director) and with the Chief Program Officer to advance the visibility of the Eleven+ Diversity Internship Program to potential applicants, partners, donors, and media outlets.
- The Marketing Intern will coordinate and develop various marketing materials for all channels: Instagram, LinkedIn, Email Web. and print for the Eleven+ program and planned events.
- The intern will create ongoing professional development tips and content for posting on Tuesdays through Instagram to reinforce actionable advice and recommendations for Eleven+ interns.
- The intern will be responsible for the development and weekly management of a marketing/social media content calendar, which outlines the specific dates and content

that will be pushed out through the various channels for June, July, and the first week of August. The content calendar is to be developed in Word/Google/Canva.

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

### Qualifications

- Intern must be comfortable with Google & Office suite
- Some knowledge of Canva or other graphic design software is desired but not required.
- Demonstrated ability to handle multiple projects and work independently.
- Must be open to learning and comfortable asking questions.

### Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources, Civics & Government, Communications, General Studies, Humanities & Languages, Social Sciences

### How To Apply

Send resume, cover letter, and transcripts to [internships@eleven-plus.org](mailto:internships@eleven-plus.org)

## **F&S Digital LLC**

5215 Wellington Ave STE 600B, Ventnor City NJ 08406 & 31 South St STE 305, Morristown, NJ 07960. Two office locations.

**Marketing Assistant, Hybrid**, 2 open positions

### Overview of Position

F&S Digital is a forward-thinking technology consulting, development, and implementation firm with a strong presence in New Jersey. We are dedicated to pioneering advancements in technology, harnessing tangible innovations like robotics and building automation, alongside digital innovations in software development and secure cloud infrastructure. As a Summer Marketing Intern at F&S Digital, you will work directly with our Chief Marketing Officer to develop and execute innovative marketing strategies and initiatives across various channels, including social media, billboards, blogs, and videos. You will play a crucial role in finding new ways to promote our services, collecting and analyzing client feedback data, and contributing to our marketing efforts.

### Responsibilities/Duties/Projects

*Marketing Assistant* duties can include the following:

- Collaborate with the Chief Marketing Officer to brainstorm and implement creative marketing strategies and initiatives.

- Assist in the development of social media, billboard, blog, and video campaigns to promote our services.
- Collect and analyze feedback from current clients to identify opportunities for improvement and inform marketing strategies.
- Create and edit marketing materials using Adobe Photoshop, Adobe Premiere, and Canva.
- Assist in managing and maintaining our online presence across various platforms.
- Conduct research to gather relevant market and industry information.
- Assist in the planning and execution of marketing events and promotions.
- Collaborate with cross-functional teams to ensure cohesive branding and messaging.

### **Qualifications**

- Strong written and verbal communication skills.
- Some proficiency in Adobe Photoshop and Adobe Premiere Video Editing.
- Proficiency in Canva (graphic design platform).
- Proficient computer skills, including Google Workspace.
- Excellent communication and organization skills.
- Knowledge of social media platforms (Facebook, Instagram, LinkedIn, etc.).
- Ability to conduct research and gather relevant information.
- Knowledge of marketing and advertising principles and best practices.

### **Desired Majors**

Arts & Design, Communications, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and cover letter to [hello@fsdigitalagency.com](mailto:hello@fsdigitalagency.com)

## **Fraser's Mathematics Solutions**

13 Boyden Street

**Content & Social Media Intern, Hybrid**, 1 open position

### **Overview of Position**

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a creative and dynamic Content and Social Media Intern to join our team. As a Content and Social Media Intern, you will be at the forefront of creating engaging content, managing our online presence, and collaborating with the marketing department. This internship is ideal for individuals with a passion for content creation, social media, and digital marketing.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Content and Social Media Intern has the opportunity to contribute to broader marketing and communication initiatives. This flexibility allows them to gain a holistic experience in digital marketing beyond their primary responsibilities.

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

*Content & Social Media Intern* duties can include the following:

Content Creation:

- Develop engaging written and visual content for various marketing materials.
- Edit videos and graphics using tools like Canva and other editing software.
- Ensure content aligns with brand guidelines and resonates with the target audience.

On-the-Ground Content Creation:

- Capture on-the-ground content, including photos and videos, for social media.
- Attend events and capture live content to share on social media platforms.
- Collaborate with team members to create authentic and engaging content.

Collaboration with Marketing Team:

- Work closely with the marketing team to execute and optimize social media campaigns and promotions.
- Collaborate on the creation of marketing materials, both digital and print.
- Provide support in editing videos and graphics for marketing purposes.

Social Media Management:

- Manage and update social media accounts with relevant and timely content.
- Monitor and respond to comments and messages on social media platforms.
- Implement best practices for content scheduling and distribution across platforms.

Email Content Creation:

- Collaborate with the marketing team to create engaging email content for promotional and informational campaigns.
- Ensure email content is aligned with overall marketing strategies and objectives.

Community Engagement:

- Engage with online communities to foster positive interactions.
- Encourage user-generated content and participation.
- Respond to inquiries and feedback in a timely and professional manner.

### **Desired Majors**

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

## How To Apply

Send resume and cover letter to [hiring@frasersmathematicssolutions.com](mailto: hiring@frasersmathematicssolutions.com)

**Project Management Intern, Hybrid**, 1 open position

## Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a motivated and detail-oriented Project Management Intern to join our team. As a Project Management Intern, you will have the opportunity to learn and contribute to various aspects of project planning, coordination, and execution. This internship is ideal for individuals pursuing a degree in Project Management, Business Administration, or a related field.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Project Management Intern has the opportunity to explore different aspects of project management, contribute to various projects, engage in product or service R&D, and support a wide range of activities beyond their primary responsibilities. This flexibility allows them to gain valuable hands-on experience in a dynamic work environment.

## Responsibilities/Duties/Projects

*Project Management Intern* duties can include the following:

Project Planning Assistance:

- Collaborate with project stakeholders to define project scope, goals, and deliverables.
- Contribute to the development of project plans, timelines, and budgets.

Coordination and Communication:

- Participate in project meetings and assist in maintaining clear communication channels.
- Support the coordination of project activities and ensure alignment with project objectives.

Task and Resource Management:

- Assist in tracking project tasks, milestones, and deadlines to ensure timely completion.
- Learn to allocate and manage resources efficiently to meet project goals.

Documentation and Reporting:



- Learn to maintain accurate project documentation, including meeting minutes and status reports.
- Support the preparation of regular updates to stakeholders on project progress.

#### Additional Focus Areas:

##### Product or Service R&D:

- Participate in research and development activities related to our products or services.
- Collaborate with cross-functional teams to contribute to innovative solutions.

##### Workshop Support:

- Assist in organizing and supporting workshops and training sessions.
- Contribute to the logistical aspects of workshop coordination.

##### Research Support:

- Provide support in conducting research relevant to ongoing projects.
- Collaborate with team members to gather and analyze data.

##### Design and Innovation:

- Design and provide feedback on new products, contributing to product innovation.

##### Grant Application Support:

- Provide support with grant applications, ensuring accuracy and completeness.

##### Event Planning and Scheduling:

- Assist with planning conferences, social events, and scheduling activities.

##### Document Creation and Updating:

- Create and update internal documents, including handbooks, SOPs, sales roadmaps, customer profiles, client follow-up strategies, and long-term price strategies.

##### HR Support:

- Assist with HR tasks as needed, including hiring and recruiting activities.

##### Data Analysis:

- Analyze data from workshops and notebook sales to support marketing campaigns.

##### Initiative and Idea Generation:

- Take initiative to introduce new ideas to the team and contribute to continuous improvement.

### *Desired Majors*

Communications, Business, Entrepreneurship & Human Resources, Math & Physical Sciences, Education, Open to all Majors

### *How To Apply*

Send resume and cover letter to [hire@frasersmathematicssolutions.com](mailto:hire@frasersmathematicssolutions.com)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Marketing & Communications Associate, Remote**, 2 open positions

### *Overview of Position*

The Marketing & Communications Associate(s) will play a significant role in supporting the marketing, brand building, speech writing, and social media responsibilities of Fundraising Well and its clients.

### *Responsibilities/Duties/Projects*

*Marketing & Communications Associate* duties can include the following:

- Manage social media content calendars across various platforms (Meta, LinkedIn, etc.) to ensure consistent brand messaging and engagement.
- Create compelling and visually appealing content, including graphics, images, and videos, to enhance brand presence and drive audience interaction.
- Monitor and analyze social media metrics with provided tools to track performance, identify trends, and optimize content strategies.
- Engage with the online community by responding to comments, messages, and mentions, fostering positive relationships with followers and addressing customer inquiries or concerns.
- Stay updated on industry trends, emerging social media platforms, and competitor activities to inform and improve social media strategies.
- Implement and manage social media promotions to encourage user participation and increase engagement.
- Generate regular reports on social media performance, highlighting key metrics, insights, and recommendations for continuous improvement.
- Assist in the development of marketing materials, including brochures, newsletters, and email campaigns, to support integrated marketing initiatives.
- Foster relationships with key colleagues, clients, and industry influencers to build a strong online community and leverage user-generated content, amplify brand reach, and build credibility within the target audience.
- Craft compelling and engaging speeches that resonate with the intended audience.

### *Desired Majors*

Arts & Design, Social Sciences, Communications, Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

## **Heritage Glass Museum**

25 High Street East, Glassboro, NJ 08028

**Digital Media Assistant, In-person**, 1 open position

### *Overview of Position*

The intern will assist with digitizing historical material related to New Jersey's glassmaking history. The assistant will utilize a computer, scanner, and digital camera to digitize this material. This work will include handling and organizing historical artifacts, digitizing material, and documenting metadata. The intern will also assist as a docent, meeting visitors and providing guided tours of the museum.

The internship takes the form of experiential learning - learning through experiencing. The intern will be required to complete Museum Training and three short learning webinars (Will discuss). One week prior to the end of the internship, the student will be required to submit a written reflection on what they learned and their personal experience.

### *Responsibilities/Duties/Projects*

*Digital Media Assistant* duties can include the following:

- Understand and exhibit best practices in handling, digitizing, and organizing historical material and artifacts.
- Experience digitizing materials using a scanner and digital camera
- Learn, understand, and document basic metadata related to artifacts.
- Apply best practices in photographing historic artifacts.
- Assist with developing content for social media
- Become knowledgeable of the Museum's collection and history, and share this knowledge with visitors.
- Greet visitors, answer questions, and provide tours of the museum.
- Collaborate in welcoming and assisting visitors at the Museum.

### *Desired Majors*

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Humanities & Languages, Technologies & Technicians, Social Sciences, Education

### *How To Apply*

Send resume and cover letter to [info@heritageglassmuseum.org](mailto:info@heritageglassmuseum.org)

## **Indegene Inc**

150 College Rd W Suite 104 Princeton NJ 08540

**Intern- Medical Affairs and Review Services, Hybrid**, 3 open positions

### *Overview of Position*

Indegene is a healthcare solutions company that enables global healthcare organizations address complex challenges to improve health and business outcomes. The company is passionate about healthcare and finding practical solutions for our customers to get lifesaving drugs to the market faster; make operations run faster; use cognitive technologies to improve decision making; and improve digital content and technology maturity. We look to leverage technology and innovation to disrupt healthcare for the better. To innovate we constantly look ahead and build expertise in emerging capabilities that will drive our customer's success tomorrow. The Indegene team collaborates seamlessly across teams in 50 countries bringing together diverse capabilities and points of view that seamlessly integrate analytics, technology, operations, and medical expertise.

Every day, the work will make an impact that matters, while the intern thrives in a dynamic culture of inclusion, collaboration and high performance. As the industry leader in life sciences services, Indegene is where one shall find unrivalled opportunities to succeed and realize your full potential.

The summer internship program is full-time (40 hours a week) role 12 weeks in length that blends real-world experience and provides a broad understanding of the various roles and responsibilities within Medical Affairs.

The internship will provide training activities that support company goals as well as developmental opportunities through broad-based hands-on experiences on live projects and mentorships which will integrate the interns into various medical and operational initiatives.

- The intern will learn the basics of Scientific Communication and Medical Affairs activities through hands-on experience.

- Contribute to ongoing internal communication channels by maintaining and updating materials, etc.
- Attend key meetings to better understand team responsibilities, publications, content development and workflows.
- Assist the Scientific Communications or Review Services team in their day-to-day functions.

Learning Goals:

- Understand the interaction between Medical Affairs and other internal groups in a pharmaceutical industry setting.
- Gain insight of Medical Affairs initiatives in the medical community.
- Learn policies, procedures, regulations and industry guidance related to Medical Affairs activities.
- Enhance written communication skills through preparation of literature summaries, training materials, and other documents.
- Strengthen oral communication skills through scientific exchange with internal and external colleagues.
- Gain experience working in complex, matrixed global team environments by engaging with different departments (e.g. Medical Communications, Publications, Review Services, Regulatory, Pharmacovigilance, pricing, reimbursement, HEOR and Field Medical).

Travel: Available to travel to US headquarters for a week long on-boarding.

**Responsibilities/Duties/Projects**

*Intern- Medical Affairs and Review Services* duties can include the following:

- Train as a core member of the Medical Affairs team to assist in providing accurate, fair-balanced, evidence-based information to internal and external customers.
- Contribute to multidisciplinary teams and build relationships across departments and functions (e.g., Medical Communications, Publications, Review Services, Regulatory and Pharmacovigilance,).
- Participate in cross-functional teams to assist with the execution of the strategic medical plans for clients.
- Provide support to various roles within Medical Affairs and other functional groups.
- Support the medical team through various activities, training, and initiatives that are strategically aligned with client medical priorities.
- Search literature and critically evaluate published and unpublished clinical data.
- Provide written and verbal communication to communicate complex information to a variety of audiences.
- In consultation with the internship supervisor, develop and present one structured presentation relevant to internship activities.

### Qualifications

- Must be authorized to work in the US on a permanent basis.
- Must be available full time (40 hours/week) for a minimum of 12 weeks during the summer months.
- Minimum GPA 3.0/4.0
- Applicants must be enrolled in a U.S. accredited pharmacy school (Pharm.D) and in good standing for the semester before the internship.
- Experience performing searches of medical and scientific literature.
- Understand medical and scientific literature published literature and other data (e.g. internal clinical data, post-marketing surveillance data) and formulate accurate written content and assess accuracy content utilizing approved labeling and company standards.
- Ability to demonstrate strong analytical and quantitative skills is required.
- Ability to balance multiple projects and initiatives while executing results.
- Must be a self-starter works independently while contributing to the team goals
- Proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
- Proven leadership/participation with campus programs and/or community service activities is desired.
- Teamwork and collaboration
- Communication Skills
- Problem solving
- Work ethic
- Flexibility/Adaptability
- Interpersonal Skills
- Oral, and written communication skills and professionalism
- Global mindset to thrive in a diverse work environment

### Desired Majors

Life Science, Business, Entrepreneurship & Human Resources, Health Professions

### How To Apply

Apply through <https://careers.indegene.com/GlobalOpportunities.aspx>

## **KIPP Team and Family Schools, Inc.**

60 Park Place, Suite 802 Newark, NJ 07102

**KIPP NJ-Data Team Internship, In-person, 2 open positions**

### **Overview of Position**

Internship Overview: Data Team

Duration: 10 weeks

Number of Interns: 2

The Data Team Internship at KIPP NJ offers college students interested in data analysis and documentation an opportunity to gain practical experience and contribute to the data-related projects of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Data Team. The internship will provide valuable insight into data management, documentation, and data analysis techniques.

This internship will provide hands-on experience in data analysis, documentation, and utilization of data tools in a real-world setting. Throughout the internship, you will receive guidance and mentorship from experienced data professionals who will help you develop your skills and expand your knowledge of data management and analysis techniques.

At the conclusion of the internship, you will have gained practical experience in supporting data documentation projects, utilizing data tools, and working with key enrollment data.

If you are passionate about data analysis, documentation, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Data Team at KIPP NJ.

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

*KIPP NJ-Data Team Internship* duties can include the following:

- **Support Data Team's Documentation Project:** Help create and maintain documentation for the Data Team's processes and procedures. This includes writing help guides, recording user guide videos, and creating screenshots to assist team members in understanding and utilizing data tools effectively.
- **Utilize a Wide Range of Tools:** Gain exposure to and work with various tools such as Tableau for data visualization, Snagit for capturing screenshots, Slack for team communication, and Google Sheets for data analysis and documentation.
- **Access to Online Training Opportunities:** Get access to online training platforms like "Data Camp" to enhance your skills in SQL and other data-related skills.
- **Help Verify and Track Student Enrollment Documents:** Assist in verifying and tracking student enrollment documents to ensure accuracy and completeness of data.
- **Track Key Enrollment Information:** Use Google Sheets to track and analyze key enrollment information, providing insights to support decision-making processes.

- Utilize School Ops Tools and Technology: Familiarize yourself with school operations tools such as SchoolMint, HubSpot, Google Sheets, and Slack to gather and analyze data related to student enrollment and school operations.

### **Desired Majors**

Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Engineering, Math & Physical Sciences, Technologies & Technicians

### **How To Apply**

Send resume and transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

**KIPP NJ- Marketing & Communications Team Internship, In-person**, 1 open position

### **Overview of Position**

Internship Overview: Marketing Department at KIPP NJ

Duration: 10 weeks

Number of Interns: 1-2

The Marketing Internship at KIPP NJ offers college students studying marketing or related fields an opportunity to gain practical experience and contribute to the marketing efforts of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Marketing Department. The internship will provide valuable insight into marketing strategies, design processes, and brand management.

This internship will provide hands-on experience in marketing and design, allowing you to apply your creative skills in a professional setting. Throughout the internship, you will receive guidance and mentorship from experienced marketing professionals who will help you develop your skills and expand your understanding of marketing strategies.

At the conclusion of the internship, you will have gained practical experience in designing marketing materials, collaborating with a marketing team, and working within brand guidelines.

If you are passionate about marketing and design and eager to make a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Marketing Department at KIPP NJ.

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

*KIPP NJ- Marketing & Communications Team Internship* duties can include the following:

- Designing Marketing Materials: Create visually appealing marketing collateral, presentations, banners, emails, logos, signage, infographics, branded items, and more.



- Sourcing Images from KIPP NJ and KIPP Miami Flickr: Browse and select appropriate images from our Flickr accounts to use in social media campaigns and other marketing materials.
- Adhering to Brand Standards: Ensure that all design projects adhere to brand standards, guidelines, and visual identity elements.
- Collaborating with the Marketing Team: Work closely with the marketing team, including our Senior Marketing Content Manager, to contribute to marketing campaigns and initiatives.
- Supporting Design Projects: Assist in all stages of design projects, from initial concept development to final production.
- Organizing Projects in Asana: Use project management tools like Asana to organize and track progress on assigned projects.
- File Organization and Maintenance: Maintain and archive design files, and perform regular backups of job files in Google Drive.

### **Desired Majors**

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

### **How To Apply**

Send resume and transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

## **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

### *How To Apply*

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

## **Lincoln Park Coast Cultural District**

450 Washington Street, Newark, NJ 07103

**Non-Profit Administration Intern, Hybrid**, 1 open position

### *Overview of Position*

The Lincoln Park Coast Cultural District, Inc. (LPCCD) is a non-profit 501c3 organization actively engaged in the practice of economic development through Creative Placemaking. Our mission is to plan, design and develop a comprehensive arts and cultural district in the Lincoln Park neighborhood of downtown Newark. In general, all interns should be knowledgeable about the digital landscape and proficient in usage of social media, technology, apps. and must be active on social media. The Non-Profit Management Intern will learn hands on by doing, shadowing in meetings and at virtual / in-person events and by weekly meeting with the Executive Director. In a post-pandemic world, it is increasingly important that all interns must understand virtual communication, collaboration and project management software, some understanding of content streaming and content production, virtual event software and digital. The intern will learn through two main functions: day to day non-profit operations and the administrative function of the office of the Executive Director.

**NON-PROFIT MANAGEMENT:** Shadow the Executive Director and the Administrative and Grant Associate about the three-way “Municipal-Corporate- Community” model and how all three must work together to achieve true Collaboration and Economic Regeneration in order to ReSURGE through Creative Placemaking. Day to day non-profit leadership includes community

partnership and advocacy for quality of life improvement, strategic partnerships, closing funding/sponsorship deals, transitioning to virtual management of teams, affiliates, agencies and assigns.

MANAGEMENT OF EXECUTIVE OFFICE: Work closely with Executive Director and the Administrative and Grant Associate in preparing materials for meetings, assist with intercompany communications, learn the management of Executive Director's digital production book for large programs, learn how to assist Executive Director with new virtual workplace technologies (Google drive, cloud storage, file sharing, etc.), gain experience by helping manage Executive Director's public social media profiles, attend stakeholder meetings and learn, understand by helping with development of queries and reports, and general office administration support (electronic filing and maintain an organized filing system, help with mass email merge mailings, managing calendar, and completing tasks).

### *Responsibilities/Duties/Projects*

*Non-Profit Administration Intern* duties can include the following:

- LPCCD Non-Profit Fundraising Tracking Management (shared with organization's lead agency and fundraising consultant)
- LPCCD Fundraising Administrative Assistance for Major Initiatives
  - The Lincoln Park Church Façade Project – Goal Ribbon Cutting FY 2024
  - The Annual Lincoln Park Arts and Culture Season
  - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
  - Earned Revenue Events and Programs
  - Lincoln Park General Operating Grants and Fundraising (ongoing)
- LPCCD Website 3.0 Project
  - Remind Executive Director to complete all tasks assigned to LPCCD by tracking timeline
  - Assist ED with moving appropriate staff along through reminders and follow up emails & calls
  - Assist organization with asset gathering and historical timeline for website project
- LPCCD Sustainable Living Community Podcast Season 2
  - Remind Executive Director to complete all online public speaking/hosting videos shared by agency
  - Participate in agency Media Training Session for Executive Director
  - Assist Executive Director with management of his calendar with respect to podcast video shoots, to practice his speaking points for podcast prior to, practicing and rehearsing
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Grantor/Funder Recap Support for Executive Director
  - Assist Executive Director with accessing recap reports provided by agency; copying/pasting into Grant Portal report formats

- LPCCD Content Access Links and Google Drive Support
  - Assist Executive Director with navigating Google Drive and where to find information
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”

### *Desired Majors*

Social Sciences, General Studies, Business, Entrepreneurship & Human Resources, Civics & Government

### *How To Apply*

Send resume and cover letter to [LPCCDMarketing@gmail.com](mailto:LPCCDMarketing@gmail.com)

## **Lincoln Park Coast Cultural District**

450 Washington Street, Newark, NJ 07102

**Non-Profit Marketing Intern, Hybrid**, 1 open position

### *Overview of Position*

The Lincoln Park Coast Cultural District, Inc. (LPCCD) is a non-profit 501c3 organization actively engaged in the practice of economic development through Creative Placemaking. Our mission is to plan, design and develop a comprehensive arts and cultural district in the Lincoln Park neighborhood of downtown Newark. In general, all interns should be knowledgeable about the digital landscape and proficient in usage of social media, technology, apps. and must be active on social media. The Non-Profit Management Intern will learn hands on by doing, shadowing in meetings and at virtual / in-person events and by weekly meeting with the Executive Director. In a post-pandemic world, it is increasingly important that all interns must understand virtual communication, collaboration and project management software, some understanding of content streaming and content production, virtual event software and digital. The intern will learn through two main functions: day to day non-profit operations and the administrative function of the office of the Executive Director and the role that everyone plays in marketing the organization.

**MARKETING & EVENTS:** By reporting to the Executive Director; the Administrative and Grant Associate; and with access to learning from the organization’s lead marketing agency – will learn “big vision” integrated marketing and specifically LPCCD’s Lincoln Park Sustainable Community Podcast, Lincoln Park Coast Cultural District’s Creative Placemaking Season, and other “Festival Season” programming as designed and produced by lead agency. Online support of digital, social media strategy and assets for LPCCD.

SOCIAL MEDIA: Will learn hands on social media techniques and measureable strategy by assisting the Administrative and Grant Associate with the Executive Director with personal social media accounts on Facebook, Instagram, Twitter, Linked In (live and non-live) and assist in creating social videos as designed by agency.

### *Responsibilities/Duties/Projects*

**Non-Profit Marketing Intern** duties can include the following:

- LPCCD Event Marketing Assistance for Major Initiatives along side the LPCCD community organizing interns and tangentially
  - Interested in representing LPCCD at events as “Official Lincoln Park Coast Cultural District Intern” at the table
  - At outdoor events, help with the LPCCD tent (set up, material distribution and ability to discuss the non-profit, break down)
  - Assist with LPCCD event supplies gathering, set up and break down; check in; attendee welcome and troubleshoot
  - Assist with LPCCD event signage inventory (banners, flags); accounting for event supplies received at LPCCD office only as needed
  - Assist with LPCCD event supplies gathering, event set up and break down; check in; attendee welcome and troubleshoot
  - The Annual Lincoln Park Arts and Culture Season
  - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
  - Earned Revenue Events and Programs
- Learn how to build LPCCD Event Recap report from the Administrative and Grant Associate
- Assist with accessing recap reports provided by agency in Google folders
- LPCCD Website 3.0 Project
  - Assist organization with asset gathering and historical timeline while learning how a non-profit website is built from the ground up
- LPCCD Sustainable Living Community Podcast - Learn How Its Done!
  - Assist Executive Director with researching his podcast guests and prepare non-scripted “off-the cuff” questions that might be asked ad hoc in conversational manner
  - Assist with driving Community Awareness & Listenership of Podcast
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”
- LPCCD Social Media Marketing for Major Initiatives - Learn How....
  - Bolster content for Executive Director’s Linked In page
  - Work closely with Agency to launch organization on LinkedIn (connected to Executive Director’s Linked In page)
  - Attend and learn Social Media Marketing campaign development from lead agency
  - Trained on Executive Director’s Weekly Social Media campaign grid

- Write weekly Social Media for Executive Director's Personal and Professional Facebook, Twitter and Instagram
- Get approval by Executive Director; ensure ED implements on Personal and Professional
- Work closely with Agency to launch organization on Tik Tok
- Promote on own social LPCCD's initiatives; willing and not shy about joining platform community groups and post LPCCD content

### *Desired Majors*

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, General Studies, Humanities & Languages

### *How To Apply*

Send resume and cover letter to [LPCCDMarketing@gmail.com](mailto:LPCCDMarketing@gmail.com)

## **Lionheart EMC LLC.**

**Energy Engineer, Hybrid**, 1 open position

### *Overview of Position*

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

### *Responsibilities/Duties/Projects*

*Energy Engineer* duties can include the following:

- **Technical Analysis:** Interns will grow in their ability to analyze mechanical, electrical, plumbing and automation systems as part of a series of opportunities to survey projects. While working alongside a senior engineer, they will receive an opportunity to be coached and trained in their understanding of the systems they encounter. Interns will take part in assembling checklists based on the International building code, International Mechanical and plumbing code that will be used as the basis of design evaluations and for field surveys. This activity will familiarize the interns with codes and standards for building construction in New York and New Jersey.
- **Communication:** Interns will grow in their ability to coordinate and communicate with personnel on job sites and senior engineers by developing (5) field reports of activities and presenting findings to the project team. These reports will cover topics such as their understanding of the current project, information obtained from project personnel, issues discovered and key takeaways for next steps.

- **Training:** The intern will be trained in specific topics such as control systems, building commissioning and energy modeling by taking courses and presenting lesson content to the project team.
- **Transitional Skills:** The intern will gain skills that can be transitioned to future engineering opportunities such as the aforementioned technical analysis and communication skills, as well as: Teamwork, professionalism, accountability and a greater understanding of the energy industry.

### Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Currently enrolled in an undergraduate or graduate degree program in Mechanical Engineering, Industrial Engineering, Chemical Engineering, Mechanical Engineering Technology, Electrical Engineering Technology or related discipline at a NJ College or University
- GPA of 3.0 preferred
- Have a basic understanding of HVAC systems and mechanical equipment
- Have experience using autoCAD/Revit

### Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### How To Apply

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **Software Engineer, Hybrid**, 1 open position

### Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

### Responsibilities/Duties/Projects

*Software Engineer* duties can include the following:

- **Technical Analysis:** Interns will grow in their major of computer science by supporting the development of a web-based platform under the supervision of senior software and network engineers. The software engineering intern will increase their application of JAVA, Python, SQL and software development tools for User Interface development. The software engineering intern will take part in live demo tests and present software capability to the project team.



- **Communication:** One of the core components of the software package that the intern will be developing is a feature that teaches end users about analytics and statistics with informational pop ups. This platform will be delivered for free to facilities serving inner city communities and the software engineering intern will be required to support the development of an interface that is easily accessible and available for multiple user types. The software engineering intern will be required to present a report and presentation of their contribution to the development work at the end of the internship to technical and non-technical professionals.
- **Transitional Skills:** The product development of the software package will introduce the intern to skills and coaching that can be carried to their next place of employment alongside interpersonal and communication skills.

### Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Proficient in Python, Java, data-based programming, cloud computing
- Currently enrolled in an undergraduate degree program in Computer Science, Information Technology or related discipline at a NJ College or University
- GPA of 3.0 preferred

### Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### How To Apply

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

**Data Analyst, Hybrid**, 1 open position

### Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

### Responsibilities/Duties/Projects

*Data Analyst* duties can include the following:

- Support data mining activities for data trends in HVAC equipment from commercial and industrial projects. The intern will help develop dashboards that can be communicated to non-technical personnel.
- Develop informational dashboards for client communications that clearly identify issues in equipment performance and provide guidelines for resolution. The intern will gain deeper insight into the troubleshooting process using data analysis techniques.



- Take training courses in energy data management. The intern will gain an increased understanding of how trends using temperature, humidity, pressure, and flow sensors can provide key insights into mechanical equipment.

### **Qualifications**

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Proficient in statistics, graphs and analysis of data trends
- Proficient in Microsoft Excel
- Currently enrolled in an undergraduate degree program in Data Science, Statistics or related discipline at a NJ College or University
- GPA of 3.0 preferred

### **Desired Majors**

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### **How To Apply**

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **Project Coordinator, Hybrid, 1 open position**

### **Overview of Position**

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities. As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

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

*Project Coordinator* duties can include the following:

- Manage project task lists and timelines alongside team members. The intern will grow in their ability to communicate with peers in different disciplines, and support issue resolution at various levels.
- Research requirements for new business opportunities and application processes. The intern will support the development of RFP (request for proposal) responses and gain deeper insight into private and public sector requirements for professional project bidding.
- Learn about energy, management and control systems through filing, review and transmission of engineering documents including but not limited to: construction documents with mechanical, electrical, and plumbing sets, and energy analytics.
- Go to the field to observe engineering activities. The intern will participate in a series of site visits alongside a senior engineer.

### **Qualifications**

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Excellent communicator
- Excellent verbal and soft skills
- Highly organized

- Microsoft Suite proficient
- Currently enrolled in an undergraduate degree program in Project Management, Mechanical Engineering, Industrial Engineering, Business Management or related discipline at a NJ College or University
- GPA of 3.0 preferred

### **Desired Majors**

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### **How To Apply**

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **Lionheart EMC LLC.**

**Media, Hybrid**, 1 open position

### **Overview of Position**

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

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

*Media* duties can include the following:

- Help manage Instagram and LinkedIn accounts by putting together posts using a combination of technical articles written by Lionheart EMC and market research to optimize social media presence.
- Research automation techniques for social media posts.
- Support the development of a company promotional video that details the vision of Lionheart EMC, and details core services in engineering, project management and control systems consulting.
- Support the development of standardized strategies for search engine optimization.
- Assist with website design
- The intern will grow in their understanding of the engineering industry, and in their ability to communicate to technical and non-technical personnel alike using social media, video content and the website.

### **Qualifications**

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Willing to gain an understanding of energy management and control systems for the purpose of communications
- Currently enrolled in an undergraduate degree program in Marketing, Film, Communications, Advertising or related discipline at a NJ College or University
- GPA of 3.0 preferred

### Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### How To Apply

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **MedHealth Financial**

517 Rt. 1 South, Iselin, NJ 08830

**Health Administration & Management Internship, In-person, 2 open positions**

### Overview of Position

MedHealth Financial is an expanding revenue management service delivering superior anesthesia billing services! We are easily and centrally located in Woodbridge, NJ.

We are looking for motivated, hard-working NJ college students interested in a paid internship opportunity at a company that values an extraordinary level of service in a collaborate team environment!

The MHF Health Administration Internship will provide you with real world knowledge and experience in many related Health Administration Business areas

At the end of your internship, you will have a comprehensive understanding of the day to day of an Anesthesiology Billing Service and requirements of a professional in Health Administration.

### Responsibilities/Duties/Projects

*Health Administration & Management Internship* duties can include the following:

- Become familiar with the medial billing and coding process and how to manage
- Learn the process and protocols behind medical data protection and HIPPA
- Learn anesthesiology medical coding and terminology
- Learn about compliance with of federal, state and local laws
- Observe and learn how to meet and exceed client expectations and experience and bring on new business
- Learn about medical revenue cycle management and maximizing profit
- Gain skills in business data analytics
- Grow your customer service, communication, and teamwork skills
- Learn medical billing systems, software, and platforms
- Work in an in-person professional office environment, learning office culture, policies and practices.
- Observe and learn management skills
- Assist the billing and management staff working on client projects

### *Desired Majors*

Health Professions, Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology

### *How To Apply*

Send resume and cover letter to [tmambrosio@medhealthfinancial.com](mailto:tmambrosio@medhealthfinancial.com)

## **NAMI New Jersey**

1562 US-130, North Brunswick Township, NJ 08902

**NAMI NJ Advocacy and Policy Intern, Remote**, 1 open position

### *Overview of Position*

As an Intern for the Director of Advocacy and Policies , you will play a crucial role in supporting the development and implementation of mental health policies. This position requires a keen interest in current events, mental health advocacy, and a commitment to promoting positive change in the mental health landscape.

### *Responsibilities/Duties/Projects*

*NAMI NJ Advocacy and Policy Intern* duties can include the following:

Policy Research:

- Stay current on legislative and policy developments related to mental health at the local, national, and international levels.
- Conduct research on best practices and evidence-based policies in mental health advocacy.

Advocacy Support:

- Assist in the development of advocacy strategies and campaigns to promote mental health awareness and destigmatization.
- Engage with stakeholders, including policymakers, to communicate the organization's stance on mental health issues.

Policy Analysis:

- Analyze proposed policies and regulations to assess their potential impact on mental health and the communities we serve.
- Prepare summaries and briefs on relevant policy issues for the Director of Policies.

Communication and Outreach:

- Contribute to the creation of informational materials, blog posts, and social media content to raise awareness about mental health policies.
- Collaborate with the communications team to effectively communicate policy-related information to the organization's supporters and the public.

### *Desired Majors*

Civics & Government, Business, Entrepreneurship & Human Resources, Communications

### *How To Apply*

Send resume to [Ksampson@naminj.org](mailto:Ksampson@naminj.org)

## **Parkside Business & Community In Partnership, Inc.**

1487 Kenwood Avenue, Camden, NJ 08103

**Housing Internship, In-person**, 1 open position

### *Overview of Position*

Join our dynamic team at Parkside Business & Community In Partnership, Inc. as a Housing Intern, contributing to meaningful initiatives that address housing challenges and promote community development in the Parkside community (and contiguous neighborhoods) of Camden. This internship offers a unique opportunity to gain hands-on experience in the field of housing and community development.

PBCIP was founded on the principle that its members inspire their fellow residents to find constructive ways to take back their neighborhood. Over 20 years ago, the organization evolved when a single anti-drug march led to a community wide meeting to explore long term solutions to neighborhood blight. The meeting, in turn, led to the formation of PBCIP as a 501C3 non-profit organization which for most of its existence was run solely by volunteers from the neighborhood. Today, PBCIP is managed by a staff and team of consultants who are developing fair and just strategies for equitable recovery that addresses issues of inequality, disinvestment and the lack of economic mobility.

### *Responsibilities/Duties/Projects*

*Housing Internship* duties can include the following:

- **Research and Analysis:** Conduct research on changing market conditions, assist with identifying project sites and housing prototype for diversified income base ranging from low to emerging market household; Analyze data related to housing affordability, vacancy, vacancy rates, ownership status, land banking, community ownership models and local housing policies.

- Community Engagement: Assist in organizing and participating in community meetings and local zoning/planning board meetings; Engage with local residents to understand their housing concerns and aspirations.
- Program Support: Collaborate with CEO and Project Manager to support the implementation of diverse housing programs, i.e. affordable homes for-sale, multi-family and homeowner repair; Assist in the coordination of financial literacy workshops, events, and outreach activities.
- Documentation: Maintain accurate records of housing-related data, activities, and community interactions.; Prepare reports and presentations summarizing research findings and program outcomes.
- Policy Awareness: Stay informed about local, state, and federal housing policies and their potential impact on the community.; Provide insights and recommendations based on policy analysis
- Communication: Assist in drafting content for newsletters, social media, and other communication channels.; Collaborate with the team to ensure effective communication with stakeholders.

### **Qualifications**

- Currently enrolled in a relevant academic program (Urban Planning, Housing Studies, Social Work, etc.).
- Strong interest in community development and housing issues.
- Excellent research, analytical, and communication skills.
- Ability to work both independently and collaboratively within a team.
- Proficient in Microsoft Office Suite and data analysis tools.

### **Desired Majors**

Civics & Government, Business, Entrepreneurship & Human Resources, General Studies, Social Sciences

### **How To Apply**

Send resume and transcripts to [parksidemedia@pbcip.org](mailto:parksidemedia@pbcip.org)

## **Parkside Business & Community In Partnership, Inc.**

1487 Kenwood Avenue, Camden, NJ 08103

**Finance Internship, In-person, 1 open position**

### **Overview of Position**

Join our dynamic team at Parkside Business & Community In Partnership, Inc. as a Finance Intern, contributing to meaningful initiatives that address housing challenges and promote community development in the Parkside community (and contiguous neighborhoods) of Camden. This internship offers a unique opportunity to gain hands-on experience in the field of housing and community development.

PBCIP was founded on the principle that its members inspire their fellow residents to find constructive ways to take back their neighborhood. Over 20 years ago, the organization evolved when a single anti-drug march led to a community wide meeting to explore long term solutions to neighborhood blight. The meeting, in turn, led to the formation of PBCIP as a 501C3 non-profit organization which for most of its existence was run solely by volunteers from the neighborhood. Today, PBCIP is managed by a staff and team of consultants who are developing fair and just strategies for equitable recovery that addresses issues of inequality, disinvestment and the lack of economic mobility.

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

*Finance Internship* duties can include the following:

- Financial Record Keeping: Assist Financial Director with maintaining accurate and up-to-date financial records; Assist in the preparation of financial statements and reports
- Accounts Payable and Receivable: Process invoices, track payments, and ensure timely payments to vendors; Assist in managing accounts receivable and follow up on outstanding payments.
- Budget Support: Collaborate with the Financial Director to prepare and monitor budgets; Assist in variance analysis and recommend adjustments as needed.
- Grant Administration: Support the financial aspects of grant management, including budgeting and reporting; Ensure compliance with grant financial requirements; Assist in cash flow and financial analysis to support decision-making; Prepare financial reports for management, board, and external stakeholders.
- Bank Reconciliation: Reconcile bank statements and resolve discrepancies; Help monitor cash flow and provide regular updates.
- Auditing Support: Assist Financial Director in the preparation for internal and external audits; Assist with providing necessary documentation and support during audit process.
- Compliance: Ensure compliance with relevant financial regulations and reporting requirements; Stay informed about changes in financial regulations affecting nonprofits.

### **Qualifications**

- Currently enrolled in academic institution for Bachelor's degree in Finance, Accounting, or related field.
- Previous experience in financial administration or related roles.
- Proficient in accounting software and Microsoft Office Suite.
- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.

### *Desired Majors*

Math & Physical Sciences, Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and transcripts to [parksidemedia@pbcip.org](mailto:parksidemedia@pbcip.org)

## **Ramapo College of NJ**

505 Ramapo Valley Rd, Mahwah, NJ 07430

**Higher Education Advising and Administration Internship, Hybrid**, 1 open position

### *Overview of Position*

Ramapo College of New Jersey seeks a Higher Education Advising and Administration Intern to work with the College's degree program for working professionals. Under the supervision of the Director of the Degree Completion Program (DCP), the Intern will support Ramapo College's strategic initiatives through the development of programs and activities that support returning adult learners. The Intern will assist the Director in planning and programming specific to the evening adult student population, and will have the opportunity to work with units across the College. In so doing, the Intern will gain an understanding of academic advising, student support, program development and the unique needs of non-traditional students. Attention to detail, empathy and strong communication skills are required.

Interns will be required to work 15-20 hours per week in summer 2024. The position is 2-3 days per week up to 8 hours per day with flexible work hours between 8:00 am and 5:30 pm.

o Start date: May 2024

o End date: August 2024

### *Responsibilities/Duties/Projects*

*Higher Education Advising and Administration Internship* duties can include the following:

- Provide accurate information and quality customer service to prospective, new and current students, as well as faculty, staff and the general public;
- Act as first point of contact for prospective students via phone, email and campus visits;
- Assist with recruitment events, such as information sessions;
- Assist with planning, coordination and implementation of adult new student orientation sessions;
- Monitor program email accounts;
- Organize, update and send orientation communication sequence to admitted students;
- Maintain and update print and web materials;
- Complete other duties as assigned by the Director;



- Effectively manage time and prioritize tasks to meet deadlines.

### *Desired Majors*

Communications, Business, Entrepreneurship & Human Resources, Civics & Government, Education, General Studies, Humanities & Languages, Social Sciences

### *How To Apply*

Send resume, cover letter, and transcripts to [complete@ramapo.edu](mailto:complete@ramapo.edu)

## **River Road Rescue Squad**

101 Shirley Parkway, Piscataway, NJ, 08854

**Social Media & Community Coordinator, Hybrid**, 1 open position

### *Overview of Position*

We are looking for a dynamic individual to fill the role of Social Media and Community Coordinator. In this position, you will play a pivotal role in enhancing our organization's visibility and engagement. Your responsibilities will encompass managing social media strategies, executing campaigns, creating compelling content, and monitoring performance metrics. Additionally, you will develop and implement community outreach programs, coordinate educational initiatives, and foster strong relationships with diverse individuals and organizations to promote our mission. The ideal candidate should have a passion for social media, excellent communication and interpersonal skills, a solid understanding of various social media platforms, community engagement strategies, and a commitment to education and social impact.

### *Responsibilities/Duties/Projects*

*Social Media & Community Coordinator* duties can include the following:

- Develop and implement comprehensive social media and community outreach strategies aligned with organizational goals in the public health sector.
- Create engaging content for social media platforms, including text, images, videos, and infographics, covering holidays, events, spotlights, and achievements.
- Manage day-to-day activities on social media platforms, including content scheduling, posting, and community engagement.
- Stay updated with social media trends, emerging platforms, and industry best practices for strategy enhancement.
- Execute community outreach strategies to raise awareness of the organization's mission and programs.
- Collaborate with teams for consistent messaging.

- Establish partnerships with community organizations, schools, and relevant institutions.
- Coordinate educational initiatives, workshops, and presentations to schools and community groups.
- Maintain a database of community contacts, partners, and resources for ongoing collaboration.
- Foster positive relationships and engage volunteers.
- Stay informed about local trends and community needs
- Responsible for reporting to and reaching out to the primary point of contact (Assigned Officer) at least once a week with updates.
- Must be present at any and all coordinated events

### **Desired Majors**

Open to all Majors, Arts & Design, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and cover letter to [officers@riverroadrescue.org](mailto:officers@riverroadrescue.org)

**Event Coordinator, Hybrid**, 1 open position

### **Overview of Position**

As an Event Coordinator for River Road Rescue Squad, you will be an integral part of our team, dedicated to enhancing the organization's community engagement and fostering a stronger sense of community within the squad. Your primary responsibilities will revolve around the strategic planning and execution of events, with a focus on increasing our presence in the community and fostering a sense of camaraderie among squad members. Additionally, you will work on improving logistics for currently planned events and come up with a number of feasible events for the future.

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

*Event Coordinator* duties can include the following:

- **Strategic Event Planning:** You will be responsible for developing and implementing a comprehensive events strategy aimed at increasing the number of events hosted by River Road Rescue Squad in the community. This involves identifying opportunities for engagement and creating innovative event concepts that align with the organization's mission.
- **Logistical Execution:** Your role will involve overseeing the logistical aspects of event planning, from coordinating venues and schedules to managing resources and ensuring the smooth execution of events.
- **Community Engagement:** Actively engage with the community to understand their needs and preferences. Your creativity will be essential in designing events that resonate with the community, thereby increasing our organization's visibility and impact.

- Member Relations: Foster a sense of community and collaboration among squad members. Work closely with the team to encourage active participation in events and initiatives. Your outgoing personality and ability to work collaboratively will contribute to building a positive and united squad.
- Promotion of Mission: Infuse events with the mission and values of River Road Rescue Squad. Each event should serve as a platform to promote our organization's mission and values, reinforcing our commitment to serving the community and promoting public safety.

Projects:

- Rework current event schedule to improve overall engagement from community.

### *Desired Majors*

Open to all Majors, Business, Entrepreneurship & Human Resources, Arts & Design

### *How To Apply*

Send resume and cover letter to [officers@riverroadrescue.org](mailto:officers@riverroadrescue.org)

## **Students 2 Science**

66 Deforest Ave, East Hanover, NJ 07936

**Career Advancement Program (CAP) Internship, In-person**, 1 open position

### *Overview of Position*

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

### Responsibilities/Duties/Projects

*Career Advancement Program (CAP) Internship* duties can include the following:

- Conduct research relevant to the Career Advancement Program and develop a presentation that summarizes the project's lifecycle.
- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with a S2S and intern team to develop stimulating content to be used for future CAP offerings.
- Assist in event planning, inclusive of speaker selections, logistics, marketings, post-event assessments and in defining learning outcomes.
- Collaborate with the S2S team and industry experts to develop the 2024-25 academic year calendar of events for CAP.
- Research and develop a contact list for past program participants to develop story boards and marketing collateral.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.

### Desired Majors

Technologies & Technicians, Social Sciences, Math & Physical Sciences, Life Science, Engineering, Education, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources

### How To Apply

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program at [oliviafelder@students2science.org](mailto:oliviafelder@students2science.org)**

## **Suga Cain Enterprises LLC dba Ninalem's Party**

5105 State Route 33, Wall Township, NJ 07727

**Content Creation/Social Media Marketing Intern, In-person, 1 open position**

### Overview of Position

Ninalem's Party is searching for a dynamic Content Creation intern to join our team for Summer 2024. You will play a crucial role in developing and implementing creative content across

various platforms. This internship provides a unique opportunity to gain hands-on experience in content creation, digital marketing, and social media management within the vibrant and exciting party industry.

Ninalem's Party is a statement party supply brand with a mission to inspire the world to Party Unapologetically! We are a female-founded brand that manufactures and designs bold, snarky, and stylish party supplies you won't find anywhere else. In addition to our strong e-commerce presence, we can be found in over 400+ stores nationwide including HomeGoods and Urban Outfitters. Our products are perfect for bachelorette parties, girls weekends, birthdays and more!

An energetic and innovative content creation intern with a flair for creativity and a deep understanding of platforms like TikTok, Instagram/Reels, and Youtube/Shorts. As an adept storyteller, you prioritize authenticity and feel at ease in front of the camera. Your passion for TikTok and content creation extends to both video and static formats. Keeping abreast of the latest trends in marketing, technology, and the digital realm is second nature to you, ensuring your content remains relevant. With a self-motivated and inspired approach, you bring big ideas to the table, making you a dynamic force in the world of content creation.

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

*Content Creation/Social Media Marketing Intern* duties can include the following:

1. Content Development:
  - Conceptualize, create, and execute TikTok, Instagram/Reels content (video & static)
  - Identify emerging trends and activate quickly to drive innovation, grow engagement, and community size within the platform
  - Create engaging and visually appealing content for digital platforms, including social media, website, and email campaigns.
  - Generate ideas for new and innovative content to showcase our products and services.
  - Report on top-performing content for data-driven content creation
2. Social Media Management:
  - Assist in managing and growing our social media presence.
  - Schedule and publish content on platforms such as Instagram, TikTok, and Youtube/Shorts
  - Monitor social media trends and engagement analytics to optimize content strategy.
3. Photography and Videography:
  - Capture high-quality photos and videos of party supplies and decorations.
  - Edit and enhance visuals to maintain a consistent and attractive brand image.
4. Collaboration:
  - Collaborate with other interns and team members on cross-functional projects.

5. Research and Trends:
  - Stay updated on industry trends and competitor activities.
  - Research popular themes and preferences in the party supply market.
6. Communication:
  - Contribute to the development of written content, including product descriptions, blog posts, and marketing copy.
  - Assist in responding to customer inquiries and comments on social media.

### **Desired Majors**

Communications, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume, cover letter, and transcripts to [careers@ninalemsparty.com](mailto:careers@ninalemsparty.com)

## **TEAM Academy Charter School, Inc.**

60 Park Place, Suite 802 Newark, NJ 07102

**KIPP NJ- School Operations Team, In-person**, 13 open positions

### **Overview of Position**

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 13

The School Operations Team Internship at KIPP NJ offers college students interested in school operations and administration an opportunity to gain practical experience and contribute to the smooth functioning of our schools. As an intern, you will be assigned various responsibilities, duties, and projects within the School Operations Team. The internship will provide valuable insight into school operations, enrollment, family communications, data management, and administrative support.

This internship will provide hands-on experience in school operations, family communications, data management, and administrative support. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of school operations.

At the conclusion of the internship, you will have gained practical experience in school operations, administrative support, data management, and customer service.

If you are passionate about supporting the operational needs of schools, ensuring a positive learning environment for students, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the School Operations Team at KIPP NJ.

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

**KIPP NJ- School Operations Team** duties can include the following:

- **Registration:** Support the school operations team by reaching out to families to collect registration documents, ensuring all required paperwork is completed and submitted.
- **Documentation:** Assist in the scanning and digital archiving of student documents, ensuring proper organization and confidentiality. Safely destroy paper versions of documents following established protocols.
- **Supporting School Organization and Beautification:** Contribute to the organization and beautification of our schools. This may involve tasks such as arranging furniture, creating signage, and maintaining a clean and welcoming environment for students, staff, and families.
- **Classroom Moves:** Assist in packing and unpacking classrooms during moves, ensuring that supplies, furniture, and equipment are properly organized and ready for use.
- **Setup of Supplies:** Support the setup and distribution of supplies, including textbooks, instructional materials, and other resources needed for classroom instruction.
- **Administrative Duties:** Assist with administrative duties such as collecting residency and immunization documents from families, ensuring compliance with state and district requirements.
- **Managing Data Tools/Spreadsheets:** Utilize data tools and spreadsheets to track registration submissions, ensuring accurate and up-to-date information is maintained. Assist in generating reports and analyzing data as needed.
- **Supporting Front Office Staff:** Provide support to front office staff with family communications, including answering phone calls, responding to inquiries, and providing general assistance to ensure smooth operations.

### **Qualifications**

- Currently pursuing a degree in education, business administration, business management or a related field.
- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.
- Proficiency in using Microsoft Office suite.
- Attention to detail and commitment to accuracy.
- Ability to handle sensitive and confidential information with discretion.
- Flexibility and adaptability in a fast-paced environment.
- Passion for education and supporting the operational needs of schools.

### *Desired Majors*

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

### *How To Apply*

Send resume and transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

## **The Boys & Girls Club of Atlantic City**

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

**Human Resources Summer Associate, In-person**, 1 open position

### *Overview of Position*

As an HR intern you will be asked to perform various administrative tasks in support of the HR department. Some tasks include updating employee databases, gathering, and organizing benefits timeline for new FT employees, screening resumes, schedule interviews, post job ads, and assisting in preparing HR-related reports. Additionally, they address employee queries, distribute company policies, and participate in organizing company events. This role provides valuable direct experience in HR processes, allowing interns to gain a comprehensive understanding of HR functions and contribute to the smooth operation of the department.

### *Responsibilities/Duties/Projects*

*Human Resources Summer Associate* duties can include the following:

- Update our internal databases with new employee information, including contact details and employment forms.
- Assist in organizing employee documents for compliance reports.
- Screen resumes and application forms
- Schedule and confirm interviews with candidates.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed (like training budgets by department)
- Address employee queries about benefits (like number of remaining vacation days)
- Review and distribute company policies in digital formats or hard copies.
- Participate in organizing company events and careers days.

### *Desired Majors*

Civics & Government, Communications, Business, Entrepreneurship & Human Resources, Education, General Studies, Humanities & Languages, Open to all Majors



## How To Apply

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

## **The Charismatic Chemist**

**Social Media & Digital Marketing, Hybrid**, 2 open positions

### Overview of Position

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

### Responsibilities/Duties/Projects

*Social Media & Digital Marketing* duties can include the following:

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

### *Desired Majors*

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology

### *How To Apply*

Send resume and cover letter to [Hello@TheCharismaticChemist.com](mailto:Hello@TheCharismaticChemist.com)

## **The Sponsorship Concierge**

**Marketing Internship, Remote**, 1 open position

### *Overview of Position*

We are seeking a motivated and creative Marketing Intern to join our team. This internship provides an excellent opportunity to gain hands-on experience in marketing within the sponsorship industry. The ideal candidate is passionate about marketing, has a strong desire to learn, and thrives in a fast-paced environment.

### *Responsibilities/Duties/Projects*

*Marketing Internship* duties can include the following:

- Assist in the development and execution of marketing campaigns to promote our services and events, with a focus on our upcoming webinars and strategy sessions.
- Create engaging content for various digital platforms, including social media, newsletters, and the company website.
- Collaborate with the marketing team to brainstorm and implement creative ideas to increase brand awareness.
- Monitor and analyze the performance of marketing campaigns and provide insights for optimization.
- Support the coordination of events, including webinars and workshops, by assisting with logistics and promotion.
- Assist in maintaining and growing our social media presence by curating content, engaging with followers, and monitoring trends.

### *Desired Majors*

Communications, Business, Entrepreneurship & Human Resources, Arts & Design, General Studies, Social Sciences, Technologies & Technicians

### *How To Apply*

Send resume and transcripts to [hi@thesponsorshipconcierge.com](mailto:hi@thesponsorshipconcierge.com)

## Vibrnz

**UI UX designer, Remote**, 1 open position

### Overview of Position

The UI/UX designer will be responsible for enhancing the user experience and visual appeal of our website by creating intuitive, efficient, and aesthetically pleasing interfaces. This role involves collaboration with our software development team, understanding user needs, and translating them into design solutions that align with business goals.

### Responsibilities/Duties/Projects

*UI UX designer* duties can include the following:

User Research:

- Conduct user research to understand the target audience, their behaviors, and needs.
- Analyze user feedback and incorporate insights into the design process.

Information Architecture:

- Define and create the information architecture to ensure logical and seamless user journeys.
- Organize content and features in a way that enhances usability and accessibility.

Wireframing and Prototyping:

- Develop wireframes and prototypes to illustrate design concepts and user flows.
- Iterate on designs based on feedback and testing results.

UI Design:

- Create visually appealing user interfaces that align with brand guidelines and enhance the overall user experience.
- Select appropriate color schemes, typography, and visual elements to convey the desired message.

Interaction Design:

- Design interactive elements and transitions to improve user engagement and satisfaction.
- Ensure consistency in interactions across different parts of the product.

Collaboration:

- Collaborate with cross-functional teams, including developers,
- Communicate design ideas and rationale effectively to stakeholders.

Usability Testing:

- Conduct usability testing to gather feedback and identify areas for improvement.

Documentation:

- Create and maintain design documentation, including style guides and design specifications.
- Provide design assets and specifications to development teams.

### **Desired Majors**

Engineering, Arts & Design, Computer Science, Information Systems & Technology, Open to all Majors, Technologies & Technicians, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and cover letter to [mini.a@vibrnz.com](mailto:mini.a@vibrnz.com)

## **Walker Brand Collective**

**Social Media Marketing Intern, Remote**, 2 open positions

### **Overview of Position**

Elevate your social media expertise while championing diversity and ethical practices at Chalice Premium, a pioneering force in the consumable luxury industry. This internship is your opportunity to shape the future of luxury by cultivating a vibrant online community that celebrates inclusivity and empowers individuals across the spectrum.

This isn't just about boosting follower numbers and engagement. It's about building a brand identity that reflects the real world - diverse, nuanced, and constantly evolving. You'll be at the forefront of crafting strategies and content that:

Amplify underrepresented voices and celebrate diverse cultural narratives. Move beyond traditional luxury tropes and showcase the beauty and richness of different backgrounds, abilities, and identities.

Spark meaningful conversations and challenge established notions of luxury. Create impactful content that inspires open dialogue and fosters an inclusive community where everyone feels welcomed and valued.

Drive engagement through thought-provoking storytelling and innovative formats. Captivate audiences with compelling visuals, insightful writing, and creative collaborations that resonate across platforms.

Stay ahead of the curve in the dynamic social media landscape. Research emerging trends, experiment with new features, and ensure our brand voice remains fresh and relevant to a global audience.

Gain comprehensive experience in social media marketing. From content creation and scheduling to community management and analytics, you'll learn from industry experts and build a solid foundation for your future career.

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

*Social Media Marketing Intern* duties can include the following:

- Platform Maestro: Master the art of storytelling across all social media platforms (Instagram, Facebook, TikTok, you name it!), crafting captivating content that ignites conversations and drives brand awareness.
- Trend Tracker: Be our social radar, staying ahead of the curve on the latest trends, hashtags, and challenges to ensure our content is always fresh, relevant, and wildly engaging.
- Content Conjuror: From mouthwatering cocktail close-ups to behind-the-scenes glimpses and influencer collaborations, conjure up a diverse and irresistible content mix that reflects the essence of Chalice Premium.
- Community Catalyst: Foster a thriving online community where cocktail connoisseurs can connect, share, and celebrate their love for the finer things. Respond to comments, answer questions, and cultivate a loyal following that feels like family.
- Listening Ninja: Be the ear to the ground, adeptly using social listening tools to understand what our audience desires and tailor our content accordingly. Insights are your potion, and understanding is your power.
- Calendar Czar: Plan and execute a strategic social media calendar that aligns with brand goals, campaigns, and event schedules. Think of it as your secret recipe for success.
- Influencer Alchemist: Partner with key influencers to amplify our reach and create authentic, buzzworthy collaborations that bring the Chalice Premium experience to life.
- Data Decoder: Translate social media metrics into actionable insights, using KPI reports to track performance, measure success, and continuously refine our strategy.

### **Desired Majors**

Arts & Design, Business, Entrepreneurship & Human Resources, Communications

### **How To Apply**

Apply through <https://wellfound.com/recruit/jobs/2876924>

## Walker Brand Collective

**Crowdfunding Intern, Remote**, 2 open positions

### Overview of Position

About the Internship: In this dynamic internship, you'll be an integral part of our startup team, gaining hands-on experience in the exciting world of fundraising through online communities. You'll work alongside the founder to learn and employ campaign launches, management, and analysis

### Responsibilities/Duties/Projects

*Crowdfunding Intern* duties can include the following:

- Assist with campaign creation and optimization: Help creators craft compelling campaign narratives, identify target audiences, and develop effective outreach strategies.
- Analyze campaign data and recommend improvements: Utilize data analytics tools to track campaign performance, identify trends, and provide data-driven insights to optimize campaign strategies.
- Contribute to content creation: Generate engaging social media posts, blog articles, and other content to promote crowdfunding initiatives and educate potential backers.
- Provide administrative support: Assist with various administrative tasks, including data entry, scheduling meetings, and managing project timelines.
- Stay informed about industry trends and best practices: Actively research and learn about the latest crowdfunding trends, platforms, and regulations.
- Collaborate with team members and stakeholders: Work closely with campaign managers, marketing specialists, and other team members to achieve project goals.
- Assist with researching and identifying potential crowdfunding platforms for specific projects.
- Develop compelling campaign narratives and content, including video scripts, social media posts, and press releases.
- Conduct data analysis to track campaign performance and optimize strategies for increased engagement and funding.
- Create and manage donor outreach campaigns and communication channels.
- Support with ongoing campaign management tasks, including responding to donor inquiries and managing rewards fulfillment.
- Stay up-to-date on crowdfunding trends and best practices through research and collaboration with the team.
- Contribute to internal projects and brainstorming sessions as needed.

### Desired Majors

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

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2883566>

## **Walker Brand Collective INC**

**Marketing Internship, Remote**, 1 open position

### *Overview of Position*

Chalice Premium,, is seeking a passionate and dynamic Marketing Intern to join our vibrant team. Immerse yourself in the world of luxury beverages, craft compelling stories, and help us elevate our brand to new heights. We're more than just a cocktail company. We're a community of discerning individuals who appreciate the art of mixology, the joy of connection, and the finer things in life. We champion local artisans, celebrate diverse traditions, and foster meaningful connections through shared experiences.

### *Responsibilities/Duties/Projects*

*Marketing Internship* duties can include the following:

- **Content Creation:** Contribute to the development of engaging and creative content for our social media platforms, including graphics, videos, and written content.
- **Social Media Management:** Assist in managing and curating our social media accounts, including content scheduling, engagement, and staying updated with the latest trends.
- **Audience Engagement:** Interact with our online community by responding to comments, and messages, and fostering a positive and active presence on our social media channels.
- **Marketing Campaigns:** Support the planning and execution of marketing campaigns, including email marketing, influencer partnerships, and online advertising.
- **Analytics and Reporting:** Help in tracking and analyzing the performance of marketing campaigns and social media activities, using data-driven insights to recommend improvements.
- **Market Research:** Conduct research to identify market trends, competitor activities, and audience preferences to guide marketing decisions.
- **Collaboration:** Actively participate in brainstorming sessions, strategy discussions, and provide creative input to the marketing team.

### *Desired Majors*

Communications, Business, Entrepreneurship & Human Resources

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2876904>

## **We Are Jersey**

**Media and Video Journalist, Hybrid**, 3 open positions

### **Overview of Position**

We Are Jersey is seeking a proactive and enthusiastic Media and Video Journalist Intern to join our team. As an intern, your primary responsibility will be scouting news and trends that align with our brand, leveraging them to increase our company's visibility and brand reach.

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

*Media and Video Journalist* duties can include the following:

- Trend Scouting: Monitor news, social media trends, and discussions across various platforms to identify relevant topics that resonate with our brand and target audience.
- Content Curation: Gather and curate news, trending stories, and emerging topics that can be transformed into engaging multimedia content, including videos, articles, and social media posts.
- Strategic Utilization: Collaborate with the content team to leverage identified trends and news stories in the creation of compelling multimedia content that aligns with We Are Jersey's brand identity.
- Audience Engagement: Contribute ideas and strategies to maximize audience engagement by using trending topics to increase our brand's visibility and relevance.

### **Qualifications**

- Passion for storytelling, digital media, and a keen interest in staying updated with current events, news, and social media trends.
- Strong research skills with the ability to identify relevant and impactful stories that resonate with our audience.
- Excellent communication skills and the ability to collaborate effectively with a creative team.
- Proactive mindset, adaptability to changing trends, and a creative approach to utilizing news and trends in content creation.

### **Desired Majors**

Arts & Design, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and cover letter to **[Info@wearejerseyent.com](mailto:Info@wearejerseyent.com)**



## Wellcare Nurses and Staffing

185 Central ave Ste 501 East Orange NJ 07018

**Finance + Operations Intern, Hybrid**, 1 open position

### Overview of Position

Wellcare Nurses is seeking an individual to oversee diverse finance and operational workstreams. In this internship, you will assume a crucial role in establishing a comprehensive and precise financial reporting and modeling system, conducting forecasting projections, contributing to the implementation of financial reporting software, and engaging in various additional projects. This position offers the opportunity to lead key aspects of these projects and play a crucial role in establishing financial processes that will support the sustainable growth of Wellcare Nurses in the years to come.

The preferred candidate possesses an analytical mindset and has prior internship or work experience in a quantitative capacity. Your attention to detail is exceptional, enabling you to quickly identify discrepancies or anomalies. While we don't anticipate you to have all the answers, we do expect you to be open-minded, adaptable, and eager to learn. We welcome candidates with varying experience levels, as long as they demonstrate excellent analytical skills, proficiency in Excel, and enthusiasm for contributing to a mission-driven team. Additionally, we value individuals who are proactive in taking initiative and vocal about sharing their ideas.

### Responsibilities/Duties/Projects

*Finance + Operations Intern* duties can include the following:

- Good written and verbal communication skills.
- Good interpersonal communication skills as needed to work successfully with staff and managers within and outside of function.
- Strong analytical skills, attention to detail and ability to work both independently and on cross functional teams.
- Ability to build strong working relationships across all levels of the organization, including remote areas.
- Ability to function well in a fast-paced, dynamic environment with competing priorities.
- Ability to work in a project-based environment.
- Ability to follow standard accounting and finance practices, and departmental procedures and processes.
- Strong Microsoft Office skills including Excel, Word, Outlook and PowerPoint.
- Must be enrolled in an educational or professional program through summer 2024 or later.

### Desired Majors

Computer Science, Information Systems & Technology, Engineering, Math & Physical Sciences, Business, Entrepreneurship & Human Resources

### How To Apply

Send resume, cover letter, and transcripts to [ugoeze@wellcarenurses.com](mailto:ugoeze@wellcarenurses.com)

## **Wunderkind Academy**

179 Irvington Avenue. South Orange, NJ 07079

**Business Analyst Internship, Hybrid**, 1 open position

### Overview of Position

The Business Analyst position at Wunderkind Academy offers a unique opportunity to impact the operational efficiency and market competitiveness of our childcare center. In this role, you will be responsible for creating management plans, analyzing market trends, and identifying areas for improvement within the business model. Your tasks include collecting and analyzing client feedback, conducting surveys, and presenting data-driven strategies for business enhancement. Staying abreast of industry standards and trends is crucial for implementing innovative changes in our projects and services. This role is ideal for someone with strong analytical skills, business acumen, and a passion for driving organizational success through strategic planning and analysis.

### Responsibilities/Duties/Projects

*Business Analyst Internship* duties can include the following:

- **Management Planning:** Develop and implement detailed management plans to improve operational efficiency and effectiveness.
- **Market Analysis:** Conduct thorough market and competition analysis to identify trends and areas for strategic growth.
- **Feedback Collection and Analysis:** Gather and analyze client feedback through surveys and other methods to inform business improvements.
- **Presentation and Reporting:** Create and deliver presentations on data-driven strategies, and arrange meetings to discuss potential improvements.
- **Industry Research:** Stay updated on industry standards and trends to integrate innovative practices into new projects and services.

### Desired Majors

Education, Open to all Majors, Business, Entrepreneurship & Human Resources

### How To Apply

Send resume, cover letter, and transcripts to [info@mlthinkers.com](mailto:info@mlthinkers.com)

## **YMCA of the Pines**

1303 Stokes Road, Medford, NJ 08055

**Marketing Intern, In-person**, 3 open positions

### **Overview of Position**

Responsible for developing and maintaining an online social media presence for YMCA of the Pines and its various departments, preparing and supporting marketing efforts for organizational/department initiatives, and more.

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

*Marketing Intern* duties can include the following:

- Develops operating goals, objectives and plan for the marketing and communications area. Monitors the achievement of this plan, taking appropriate action to ensure that the goals and objectives are met.
- Responsible for social media marketing for the YMCA of the Pines' primary accounts for all YMCA of the Pines' hosted programs on Facebook, Instagram, and other relevant platforms as deemed necessary.
- Organizes marketing folders with current content for future brochure and social media content creation.
- Research and review effectiveness of current social media marketing strategies.
- Prepare marketing-related material for future programs.
- Support early-registration efforts for various program departments.

### **Desired Majors**

Arts & Design, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume and cover letter to **[recruitment@ycamp.org](mailto:recruitment@ycamp.org)**.