



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities by Major  
Civics & Government

## **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.

### **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.

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

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

#### 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.

#### 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>

## **Greater Atlantic City Chamber**

PO Box 748, Northfield, NJ 08225

**Intern, Public Policy, Hybrid**, 1 open position

### **Overview of Position**

Are you looking for an internship to develop your skills AND provide you with important and valuable connections? The Greater Atlantic City Chamber, with 450 members, is the region's most dynamic and effective business organization. We drive public policy, programs, and communications as well as focus on delivering value for our members.

As a Greater Atlantic City Chamber intern, you are exposed to the region's top businesses and leaders and gain valuable experience. An intern with the public policy team will gain firsthand experience learning impactful issues facing the business community on the local, state and federal levels. You'll also assist with research and development of relevant topics for communication initiatives and testimony.

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

*Intern, Public Policy* duties may include the following:

- Providing data to the Chamber about current important business issues and what positions the state and US Chambers have taken on them
- Participating in as many public policy and government affairs activities and meetings as possible to see the process in action - This role will involve substantial interaction with Chamber volunteers and key local, state and federal elected officials
- Assisting the Affiliated Business Associations of Atlantic County which involves working with area business contacts to assist the region in obtaining support on projects
- Tracking current legislation and amendments moving through the congressional process
- Attending congressional hearings/markups and other policy events; summarizing policy debates
- Monitoring statements from policymakers and experts
- Preparing meeting, briefing, and presentation materials
- Formulating responses to questions and requests for information from external partner organizations and individuals

### **Desired Majors**

Civics & Government, Communications

### **How To Apply**

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

## **International Rescue Committee**

208 Commerce Place, Elizabeth, NJ 07201

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

### **Overview of Position**

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and over 20 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home.

The Immigration Department Intern will assist immigration staff in providing services to refugees, asylees, and other immigrants such as adjustment of status, citizenship, and family reunification. (S)he will work closely with immigration staff to draft applications and provide follow-up communication to clients. The intern will also perform a series of clerical and administrative duties to ensure client files are kept up to date.

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

*Immigration Intern* duties may include the following:

- Assist immigration staff in providing services to clients, including setting up legal consultations and drafting immigration applications under the supervision of an immigration attorney and a DOJ accredited representative.
- Perform research to connect clients to services including food pantries, mental health services, and more.
- Assist staff with sorting and filing of documents and case files.
- Adhere to IRC policies, particularly those related to confidentiality and client privacy.
- Display sensitivity to cultural and personality differences of clients. Respect their beliefs and values.
- Perform follow-up communication to clients and inform them about the status of their cases and explain processing delays. Prepare change of address forms with USCIS (The U.S. Citizenship and Immigration Services) as needed.
- Provide translation and interpretation when necessary.
- Other related duties as assigned.

### **Desired Majors**

Civics & Government

### **How To Apply**

Send resume and cover letter to **[Fiorella.Rodriguez@rescue.org](mailto:Fiorella.Rodriguez@rescue.org)**

## **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 may 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 may 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)

## **The Aubrey Group**

121 Market Street, Camden, NJ, 08102

**Grants Research Analyst Internship, Hybrid**, 2 open positions

### **Overview of Position**

Interns will be expected to learn internal Grant Research and Writing procedures. Similar to full time Research Analysts, interns will report to an Aubrey Group Project Manager and, as directed, research and summarize federal, state, and local grants, public policy, regulations, practices, and programs as well as foundation funding sources including legislative initiatives, budget appropriations and government agency budgets. Experience in grant writing, grant research, working for a government agency or within a highly regulated industry is helpful, but not required. We will train the right candidate to be a successful member of the team. The individual who joins us in the role of Grants Research Analyst Intern will be interested in learning more about local and federal funding, and the world of grant research and writing. We plan on investing and supporting that individual toward those ends.

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

*Grants Research Analyst Internship* duties may include the following:

- Learning internal Grant Research and Writing procedures.

- As directed, researching and summarizing federal, state, and local grants.
- As directed, researching public policy, federal regulations, government programs and other practices.
- Researching and evaluating new grant opportunities based on broad client needs and preparing summaries of grant program requirements.
- Preparing application content such as work plans, narratives, budgets, letters of support, etc.
- Clerical work when necessary, such as data entry and collection.
- Quality control and copy editing for application content.
- Participating in client meetings and attending various events that include local elected officials, and other government professionals.
- Assisting the Grants team with preparing monthly Status Report materials for clients.

### *Desired Majors*

Civics & Government, Communications, Humanities & Languages, Social Sciences

### *How To Apply*

Send resume, cover letter, and most applicable writing sample to [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org).

## **The Aubrey Group**

121 Market Street, Camden, New Jersey, 08102

**Cannabis Industry Research Internship, Hybrid**, 1 open position

### *Overview of Position*

This post is an excellent fit for an undergraduate or graduate level student with an understanding of state and local regulations and municipal government, an interest in policy, and strong writing skills. Experience writing public policy, standard operating procedures, as well as grant applications, working for a government agency, or within a highly regulated industry is helpful, but not required. We will train the right candidate to be a successful member of the team. The individual who joins us in the role of Cannabis Research Intern will be interested in growing as a subject matter expert in the burgeoning field of cannabis industry regulation. We plan on investing in and supporting that individual toward those ends.

### *Responsibilities/Duties/Projects*

*Cannabis Industry Research Internship* duties may include the following:

- Preparing highly professional license application content including business plans, community impact and workforce development narratives, budgets, standard operating procedures etc.
- Working with Project Managers to coordinate timely application preparation and submission.
- Attending monthly Cannabis Regulatory Commission Meetings and summarizing updates for internal use.
- As directed by a Project Manager, researching and summarizing federal, state, and local public policy, regulations, practices, and programs, including legislative initiatives and state and local cannabis regulations and ordinances.
- Preparing client-facing summaries of policy updates and related regulatory information.
- Liaising with external consultants (lawyers, security professionals, marketing experts, architects etc.) and partners as needed (local government, economic development, organized labor, etc.).
- Performing quality control and copy editing on application content prepared by other writers.

### *Desired Majors*

Civics & Government, Communications, Humanities & Languages, Life Science

### *How To Apply*

Send resume, cover letter, and most applicable writing sample to [apark@theaubreygroup.org](mailto:apark@theaubreygroup.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 may 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)

## **Town of Kearny**

402 Kearny Ave., Kearny, N.J. 07032

**Student Intern in Public Administration, Public Policy or Urban Planning, Hybrid**, 4 open positions

### **Overview of Position**

The Town of Kearny is a diverse and densely-populated inner-ring suburb located in western Hudson County, nestled between the cities of Newark and Jersey City. The Town has a population of approximately 42,000. Municipal government has an annual operating budget of \$85 million and over 400 fulltime employees. The Business Administrator is the chief administrative and chief operating officer of the municipality.

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

*Student Intern in Public Administration, Public Policy or Urban Planning* duties may include the following:

Student Interns shall assist the Business Administrator for the Town of Kearny with duties and responsibilities related to the management and operations of municipal government. Duties may include budget making, procurement, review and approval of purchase orders, oversight of insurance, risk management and employee safety programs, and planning related to a new community center and creation of an economic development plan for the Kearny Urban Enterprise Zone program.

### *Desired Majors*

Civics & Government, Communications, Social Sciences

### *How To Apply*

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

## **Willingboro Township**

1 Rev. Dr. Martin Luther King Dr. Willingboro, NJ 08046

**Clean Neighborhood Program Aide, In-person**, 1 open position

### *Overview of Position*

Under direction of Code Enforcement Officers, patrols a designated area to disseminate information and to enforce compliance with regulations as they relate to Willingboro Townships Property Maintenance Codes and performs varied types of manual and unskilled labor if required.

### *Responsibilities/Duties/Projects*

*Clean Neighborhood Program Aide* duties may include the following:

- Serves as a representative of the jurisdiction by visiting residents and merchants to explain the Townships property maintenance code and distribute information through pamphlets, brochures, personal contact, and small group meetings.
- Patrols an assigned area and may issue warnings to violators of property maintenance regulations.
- Notifies proper jurisdiction officials concerning necessary trash pickups, abandoned automobiles, littered and weed-grown vacant property, and poor pavement and sidewalk conditions.
- Assists Code Enforcement Officers with various violations and can act as a clerk to input violations and produce mailings.
- Will be required to learn to utilize various types of electronics and/or manual recording and information systems used by the agency, office, or related units.

### *Desired Majors*

Civics & Government

### *How To Apply*

Send resume and cover letter to **their website**

## **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 may 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)

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5

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

### Overview of Position

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

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

### Responsibilities/Duties/Projects

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

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

- Facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

### Qualifications

- Current enrollment in a college or university program, preferably in a STEAM-related field or Education
- An enthusiasm for the STEAM fields and a mission to motivate young students to pursue similar interests
- Proficient in interpersonal and communication dynamics, with the capacity to captivate and inspire program attendees.
- Prior experience working with children or in a camp environment (a plus, but not required)
- Advanced abilities in robotics, coding, drones, and/or digital arts (a plus, but not required)
- Adaptability, creativity, and patience in addressing the varied learning needs of individuals
- Access to a reliable internet connection and computer / mobile phone device (i.e. iPhone, Android, etc.) \*Required\*
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally

### Desired Majors

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

### How To Apply

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

## **Community Foodbank of New Jersey**

6735 Black Horse Pike, Egg Harbor Township, NJ 08234

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

### Overview of Position

As a Distribution Specialist (Intern), you will be responsible for the coordination of the distribution of large donations of perishable and short-coded items to our network partners in a

timely, fair and equitable manner. This position reports to our Warehouse Manager and is based in Egg Harbor, NJ.

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

*Distribution Specialist (Intern)* duties may 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)

## **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 may 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)

## **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 may 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 may 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 may 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)

## **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 may 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)

## **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 may 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 may 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)

## **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 may 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)

## **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 establish 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 may 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)