



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities by Major
Communications

Abilities of Northwest Jersey Inc.

264 State Route 31 North, Washington NJ 07882

Marketing Intern, Hybrid, 1 open position

Overview of Position

The Marketing Intern will assist the Mission Engagement Manager in various areas of outreach for Abilities of Northwest Jersey.

Responsibilities/Duties/Projects

Marketing Intern duties may include the following:

- Creating content on multiple social media networks and accounts
- Monitor and respond to incoming interactions from followers across all social channels
- Expansion of Abilities digital footprint online for both the organization and the social enterprises
- Effectively communicating organizational information and success across various platforms
- Review current content and make recommendations for edits or improvements as needed
- Write copy for all traditional and digital communication initiatives (i.e. brochures, website, newsletters, email marketing, press releases, letters, etc.)
- Creating press and digital ready creatives
- Reviewing and updating current marketing materials across the organization
- Planning and production of video content to support the marketing efforts of the organization across all markets
- Identify content focus based on the marketing plan and current needs
- Create dynamic video content suitable for broadcast and social media platforms that align with organizational strategies and branding message
- Assist with all aspects of video production from concept to final product

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to cbuskirk@abilitiesnw.com

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 may include the following:

- 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/>

Christ Church USA

140 Green Pond Road, Rockaway, NJ 07866

Post-Production Video Editor Intern, Hybrid, 1 open position

Overview of Position

As the Post-Production Video Editor Intern, you will be working with the Special Events Department assisting in video editing and review.

Responsibilities/Duties/Projects

Post-Production Video Editor Intern duties may include the following:

- Assembling raw footage and transferring/uploading to Dropbox and Premiere
- Working closely with directors to present a final product that matches his/her vision
- Manipulate and edit video pieces in a way that engages the desired audience
- Digitally splicing film and video, as well as synchronizing them into one rough cut file
- Improving and correcting lighting, coloring and faulty footage
- Take a brief to grasp production team's needs and specifications
- Review shooting script and raw material to create content for worship services and activities promotions
- Input music, dialogues, graphics and effects
- Create rough and final cuts
- Consult daily with Director of Media from production to post-production process
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency

What You Will Learn:

- New creative methods for various video productions (promos, bumpers, virtual classes & events)
- Creative ways to utilize Adobe Premiere Pro & After Effects
- Encode and organize footage
- Timeline and work on group projects
- Video File management

Qualifications

- Manipulate and edit video pieces in a way that stimulates and engages the audience
- Meet weekly with production team to discuss project needs and specifications

- Review shooting script and raw material to create content for worship services and activities promotions
- Input music, dialogues, graphics and effects
- Create rough and final cuts
- Consult daily with Directors from production to post-production process
- Continuously discover and implement new editing technologies and industry's best practices
- 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, Technologies & Technicians, Humanities & Languages

How To Apply

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

Christ Church USA

140 Green Pond Road, Rockaway, NJ 07866

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 may include the following:

- 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 may 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 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 may 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 or apply through www.circlesteamlab.org

Douglas Peterson DDS

Little Silver 18 Ayers Lane, Little Silver NJ 07739

Dental Assistant, In-person, 1 open position

Overview of Position

A dental assistant plays a crucial role in supporting dentists and ensuring smooth operations within a dental office. Dental assistants are key team members who help ensure the efficiency of dental procedures while prioritizing patient comfort and safety.

Responsibilities/Duties/Projects

Dental Assistant duties may include the following:

- Patient Care: Assisting patients, preparing them for treatments, and ensuring their comfort during procedures.
- Sterilization and Equipment Preparation: Sterilizing instruments, setting up equipment, and maintaining a clean and organized workspace.
- Assisting Dentists: Providing chair-side assistance to dentists during procedures, handing them tools, and anticipating their needs.
- Taking X-Rays: Operating and maintaining dental X-ray machines and assisting in taking and developing dental X-rays.
- Administrative Tasks: Scheduling appointments, managing patient records, and handling billing and payment procedures.
- Educating Patients: Instructing patients on proper dental hygiene techniques and post-treatment care.

Desired Majors

Communications, Health Professions, General Studies, Technologies & Technicians, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to info@littlesilverdental.com

Dr Stephen Oreski & Associates

15 Farview Terr, Unit 1

Marketing Internship, In-person, 1 open position

Overview of Position

Marketing Intern will have the opportunity to work closely with our marketing team to support various marketing initiatives. This role is designed to provide you with exposure to a wide range of marketing activities, including but not limited to social media, content creation, market research, and campaign execution. The Marketing Intern will play a crucial role in helping us achieve our marketing objectives and promote our brand.

Responsibilities/Duties/Projects

Marketing Internship duties may include the following:

- Assist in creating and scheduling social media content across various platforms.
- Conduct market research to identify industry trends, competitors, and potential opportunities.
- Help in content creation, including blog posts, infographics, and video content.
- Assist in the planning and execution of marketing campaigns and events.
- Monitor and report on the performance of marketing initiatives using analytics tools.
- Collaborate with the design team to create visually appealing marketing materials.
- Support the development and maintenance of marketing databases.
- Provide general administrative support to the marketing department.

Desired Majors

Communications, Health Professions

How To Apply

Send resume and cover letter to steve@bergencountytherapist.com

Fraser's Mathematics Solutions

13 Boyden Street, East Orange NJ 07017

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 may 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 [hiring@frasersmathematicssolutions.com](mailto: hiring@frasersmathematicssolutions.com)

Girl Scouts Heart of New Jersey

201 Grove Street, Westfield, NJ 07090

Social Media Intern, Remote, 1 open position

Overview of Position

Reporting to the Executive Assistant of Girl Scouts Heart of New Jersey's CEO, the Social Media Intern is responsible for effectively leveraging the CEO's social media platforms to amplify the CEO's voice and the council's mission of building girls of courage, confidence and character who make the world a better place, while fostering meaningful engagement with followers, members, and potential donors.

Responsibilities/Duties/Projects

Social Media Intern duties may include the following:

- Works closely with Executive Assistant and CEO to develop and implement a content strategy aligned with the CEO's voice and the council's goals to enhance the CEO's social media presence.
- Champions the CEO's social media presence on all relevant platforms.
- Serves as subject matter expert in social media platform functionality and analytics including, but not limited to, Facebook, Instagram and LinkedIn.
- Generates, edits, publishes, and shares engaging, diversified, relevant content across CEO's social media platforms that will drive brand awareness, increase membership and donor support.
- Creates weekly and monthly editorial calendars to promote GSHNJ brand on CEO social media platforms.
- Achieves the highest levels of support and responsiveness to social media followers by monitoring and drafting responses to user comments, messages and inquires on CEO social media platforms; escalates inquiries as appropriate.
- May attend council events to take photos and create engaging visual and written content highlighting CEO work in the community.
- Research industry trends and adjusts social media content to optimize user engagement and drive action across all major channels; stays up to date on best practices and emerging trends.
- Optimizes content for search engines to increase visibility and reach a wider audience.
- Maintains monitoring and analytics systems to track digital engagement and results and summarizes in reports.
- Collaborates with Marketing/Communications department to ensure CEO messaging aligns with brand and council's overall social media strategic plan. Brings the Girl Scout brand to life by using imagination and GSUSA toolkits, the brand voice, fonts, colors, and brand essence.
- Collects and pitches stories or articles highlighting accomplished Girl Scouts, alumnae, troop efforts of significance, and other stories which highlight council programs and mission.
- Engages with GSUSA and GSHNJ's marketing/communication department to remain current and compliant on marketing techniques and campaigns, branding, systems

changes, programming, and opportunities relevant to members across all facets of council business.

- Ensures Girl Scouting is open to all appropriate youth and adults by actively participating in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.

Learning Goals

- Intern will practice professional written communication skills by developing content for the CEO's social media platforms
- Intern will practice critical thinking skills by analyzing CEO's current social media presence and developing a plan to increase and enhance its impact in the community
- Intern will build teamworking skills by working collaboratively with GSHNJ marketing teams to ensure CEO messaging aligns with the GS brand and council's overall social media strategic plan

Desired Majors

Communications

How To Apply

Apply through

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=949EE5FE7C8BB17E0C50B725DE2C7429>

Gloucester County Habitat for Humanity

425 S Broadway

Pitman, NJ 08071

Marketing Internship, In-person, 1 open position

Overview of Position

The Marketing Intern will assist the Development Manager and Executive Director across all Habitat for Humanity marketing channels.

Responsibilities/Duties/Projects

Marketing Internship duties may include the following:

- Support marketing campaign planning and execution.
- Write copy for social media posts, promotional emails, and other marketing collateral.
- Assist in the creation of written, video, and image content for marketing channels.
- Participate in marketing brainstorming sessions.
- Take part in formal and informal training opportunities.

- Measure and report the results of marketing initiatives.

Desired Majors

Communications, Open to all Majors

How To Apply

Send resume to agriffiths@gc-habitat.org

Hyacinth AIDS Foundation

317 George Street, ste 203

New Brunswick, NJ 08901

Asst to the Director of Development, Hybrid, 1 open position

Overview of Position

This person will be responsible for administrative tasks for the Department of Development related to fundraising events, digital marketing/media and donor record maintenance.

The ideal candidate will be an all-star, have an outgoing personality, possess strong organizational skills with a focus on detail and be experienced in content creation for social media platforms. Strong written and verbal communication skills are a must.

Responsibilities/Duties/Projects

Asst to the Director of Development duties may include the following:

- Assist the Director of Development with activities including but not limited to mailings, outreach and maintaining data integrity.
- Develop media strategy and approach to promote the agency and services across all social media and communication platforms.
- Monitor campaign performance and recommend optimizations in collaboration with the project.
- Maintain integrity of Development database including input/output of gifts/donations, donor information, fundraising reports, acknowledgement letters.
- Hands on Event Coordination for the agency's fundraising events.
- Assist Director of Development with web site management including edits, content development and general updates.
- Assist in the stewardship of donors at all levels.
- Observe established administration procedures.

Qualifications

- Commitment to Hyacinth philosophy.

- Demonstrated ability to work with people of a diverse background and interests.
- Proficiency in written and verbal communication.
- Proficient in PowerPoint, Canva, Constant Contact.
- Ability to analyze data for trends, highlights and errors.
- Accuracy and initiative in all areas of responsibility.
- Strong knowledge of social media platforms, metrics and analysis
- Access to currently registered car and a valid driver's license
- Bachelor's degree and one year of professional work experience. A candidate who has no degree but seems exceptionally suitable will be con

Desired Majors

Communications, Arts & Design

How To Apply

Send resume and cover letter to **via email**

New Jersey American Water

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

Community Outreach & Education Intern, In-person, 2 open positions

Overview of Position

We are looking for an outgoing and personable individual to join the New Jersey's External Affairs team as part of an internship program. The ideal candidate should be pursuing a communication and/or related major and have an affinity to engaging with the public. This role will represent New Jersey American Water at community and educational events throughout the summer months and will report directly to both the Sr. Director of Communications and External Affairs and the External Affairs Specialist position.

Responsibilities/Duties/Projects

Community Outreach & Education Intern duties may include the following:

- Coordinate activities for events to include working with vendors, community partners, and employees.
- Represent New Jersey American Water by tabling at community events with educational and company information.
- Present before small and large groups within the community (schools, community organizations etc.).
- Provide photography and content related to events for customer facing outlets (internet, social media, newsletters, etc.).
- Inventory tracking and organization to support community events.

Desired Majors

Communications, Education, Natural Resources, Sustainability & Environmental Science

How To Apply

Apply through [amwater.com](https://www.amwater.com)

Ramapo College of New Jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

STEM Center Communications and Assessment Internship, In-person, 1 open position

Overview of Position

The STEM Center at Ramapo College of New Jersey seeks a Communications and Assessment Intern. Under the supervision of the STEM Center Director, the Communications and Assessment intern will support the STEM Center by assisting in the communication/advertisement and assessment of STEM Center activities, including tutoring, workshops, and events. The intern will learn to promote STEM Center activities using a variety of mediums, including social media, the internet, webpages, and other college approved venues such as the college newspaper, daily announcements, calendars, and student success platforms. The intern will also learn to develop effective data collection tools and how to analyze data collected from these events, such as surveys, evaluations, and application reports. Applicants must be pursuing or have completed a Bachelor's degree in communications or related field from an accredited college, be or have been students in good standing, and have strong interpersonal skills.

Time Commitment: 20 hours per week for 10 weeks (May – July), Monday-Thursday between the hours of 8:00am-5:15pm.

Responsibilities/Duties/Projects

STEM Center Communications and Assessment Internship duties may include the following:

- Assist the STEM Center Director and Tutoring Coordinator in analyzing data reports from the tutoring services provided during the academic year to plan for future service provisions
- Assist in analyzing the data generated from surveys and evaluations from activities and events held during the Spring 2024 semester to determine successes and areas for improvement.
- Develop assessment tools for upcoming STEM Center activities, such as surveys and evaluation forms
- Maintain and develop the STEM Center Website and social media accounts

- Develop communication and advertising for planned events in the 2024-25 academic year to be used in the absence of the intern throughout the year, including workshops, tutoring services, and special events.

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to ssuarez@ramapo.edu

Ramapo College of NJ

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

Raritan Valley YMCA

144 Tices Lane, East Brunswick, NJ 08816

Communications and Marketing 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 Communications and Marketing Intern will have two major areas of responsibility. The student is responsible for the basic maintenance, upkeep and troubleshooting of computers and technological systems. The position will also encompass marketing type communications both web based and print. In this role, the employee will carry out the mission of the YMCA by fostering the development of spirit, mind and body and incorporating the four core values of Caring, Honesty, Respect and Responsibility in their daily activities.

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

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

Responsibilities/Duties/Projects

Communications and Marketing Intern duties may include the following:

- Understand and adhere to all Raritan Valley YMCA's policies and procedures.
- Assumes accountability for the interior and exterior communications systems and plans. This is to include technological systems within the building and administration of written marketing, ads, web postings, social networking, etc. Follows established association procedures and policies relative to assignments.
- Performs basic maintenance updates and checks personal computers.
- Research updating, repair and replacement of equipment as needed.
- Maintain YMCA telephone systems, update messages, train staff on phone use.
- Assist in providing individual and group supervision to staff with attention to computer care, maintenance, operations, cleanliness, safety, and skill development in the use of work related equipment and software programs including but limited to, email, viruses, network mechanics on computers, phones, copiers, etc. Communicate any issues requiring staff attention.
- Learn the DAXKO software system, run reports as requested, gather statistics, input required data for classes and online registrations.
- Provide written materials for program promotions, marketing strategies, and website development.
- Assist in the implementation of marketing materials and promotional strategies affecting member enrollment, motivation, satisfaction, and retention.
- Monitor equipment areas for cleanliness, safety, and risk management. Review for cyber safety. Report any safety related deficiencies to the Senior Program Director 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.
- Communicate with supervisor regularly on status of work.
- Monitors the purchase, care, and inventory of equipment and supplies as required.
- Attend all staff meetings, training sessions and special events as required.
- Perform other job duties as requested and necessary.

Desired Majors

Communications, General Studies, Health Professions, Social Sciences, Arts & Design, Open to all Majors

How To Apply

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

Sage Eldercare

290 broad St, Summit NJ 07901

Communications Intern, In-person, 1 open position

Overview of Position

Candidate will report to Director of Development and Communications. They will manage weekly calendar of social media posting and reporting, website management, interview and photograph volunteers, staff and programs to update marketing and communications projects, and production of new website pages supporting fundraising campaigns.

Responsibilities/Duties/Projects

Communications Intern duties may include the following:

- Research and develop social media posts for target audiences (caregivers, participants, volunteers, donors)
- Manage website content and develop new pages for fundraising campaigns
- Develop content for Newsletter, Solicitation Campaigns, and Media Releases

Qualifications

- Knowledge of Facebook, Instagram, LinkedIn, YouTube, Twitter for posting and reporting metrics.
- Strong editing and writing skills. Detail oriented and able to juggle multiple projects.
- Website publishing, simple video production and photo editing.

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to fgarcia@sageeldercare.org

Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

Marketing and Communications 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.

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

Marketing and Communications Internship duties may include the following:

- 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.
- Investigate current trends in non-profit marketing and public relations.
- Assist the Development team on developing future social media and organization marketing collateral.
- Develop and design marketing materials for specific program areas.
- Collaborate with the S2S team to define potential campaigns and fundraising strategies based on the current needs of the organization.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Desired Majors

Communications, Computer Science, Information Systems & Technology, Education, Engineering, Life Science, Math & Physical Sciences, Technologies & Technicians, Natural Resources, Sustainability & Environmental Science

How To Apply

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program** at 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!

Who You Are:

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 may 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@ninalemparty.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 may 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

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 may 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>

Wellcare Nurses and Staffing

185 Central Ave Ste 501 East Orange, NJ 07018

Digital Marketing and Social Media Intern, Hybrid, 1 open position

Overview of Position

As a Digital Marketing Intern at Wellcare Nurses and Staffing, you will play a key role in enhancing our online visibility and engaging with our target audience through effective SEO and Social Media practices. This internship offers hands-on experience in digital marketing within the healthcare industry.

Responsibilities/Duties/Projects

Digital Marketing and Social Media Intern duties may include the following:

SEO Optimization:

- Conduct keyword research and analysis to optimize website content for search engines.
- Implement on-page and off-page SEO strategies to improve organic search rankings.
- Monitor and report on website analytics using tools such as Google Analytics.

Social Media Management:

- Develop and execute social media strategies to increase brand awareness and engagement.
- Create and schedule content across various social media platforms.
- Monitor social media channels, respond to comments, and engage with the online community.

Content Creation:

- Collaborate with the marketing team to create engaging and SEO-friendly content.
- Assist in the development of blog posts, articles, and other digital content.

Analytics and Reporting:

- Track and analyze key performance indicators (KPIs) for SEO and social media efforts.
- Prepare regular reports on the effectiveness of digital marketing campaigns.

Stay Updated on Industry Trends:

- Stay informed about industry trends and emerging digital marketing technologies.
- Provide recommendations for staying ahead of the curve in digital marketing practices.

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to ugoeze@wellcarenurses.com

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 may 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

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 may include the following:

Student Group Leader:

- Responsible for actively assisting with planning, leading and assisting with group activities and crafts
- Attend field trips and workshops
- 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

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 may 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

Chad School Foundation

60 Park Place, Newark, NJ 07102

Program Assistant, In-person, 3 open position

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

Christ Church USA

140 Green Pond Road, sRockaway, NJ 07866

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 may 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/>

CIRCLE Learning Group Inc

1412 Stelton Road Unit 5

STEAM Instructor/Coach, Hybrid, 2 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 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 or apply through www.circlesteamlab.org

DATATUSK INC

Marketing / Social Media Intern, 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 Marketing /Social Media Intern where Interns will find an engaging and supportive learning environment. This internship will provide hands-on experience and an opportunity to develop key skills in marketing strategy, content creation, and social media management.

Responsibilities/Duties/Projects

Marketing / Social Media Intern duties may include the following:

- Develop engaging and creative content for social media platforms, including posts, graphics, and multimedia materials.
- Assist in managing our social media accounts, scheduling posts and creating marketing materials
- Conduct research on industry trends, competitors, and audience preferences
- Track and analyze social media performance metrics, providing regular reports.
- Work closely with the marketing team to coordinate campaigns, promotions, and other initiatives that align with business goals.
- Stay updated on the latest trends and tools in digital marketing and social media to bring fresh ideas and strategies to the team.
- Analyze competitors' branding, market strategies.
- Create a 12-month content calendar for SEO, social media, and email marketing

Qualifications

- Currently pursuing a degree in Marketing, Communications, or related field
- Basic knowledge of digital marketing principles, social media platforms, and trends
- Excellent written and verbal communication skills.
- Willingness to learn and adapt quickly to changing priorities and tasks in a dynamic work environment.
- Comfortable using social media management tools, basic graphic design software, and other digital marketing tools.

Desired Majors

Computer Science, Information Systems & Technology, Communications

How To Apply

Send resume to hr@datatusk.com

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 may 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 with a copy to sdolan@cadrailroads.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 may 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

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 may 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

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

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 may 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.

Desired Majors

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

How To Apply

Send resume and transcripts to 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 may 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

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 may 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 Resource, Arts & Design, Communications, Computer Science, Information Systems & Technology, Open to all Majors

How To Apply

Send resume to 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 may 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

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 may 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)

Fraser's Mathematics Solutions

13 Boyden Street, East Orange NJ 07017

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 may 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 [hiring@frasersmathematicssolutions.com](mailto: hiring@frasersmathematicssolutions.com)

Fundraising Well

152 Pine St, Jersey City, NJ 07304

Marketing & Communications Associate, Remote, 2 open position

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 may 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

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

Fundraising Well

152 Pine St, Jersey City, NJ 07304

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

GEOACL LLC DBA RAINBOW SECURE

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 may 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 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 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

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

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

Exhibit Designer and Social Media Assistant, In-person, 1 open position

Overview of Position

The intern will work to update exhibits and artifact labels including integrating digital technologies such as QR codes and web pages that provide additional information. The intern will also work to enlarge our audience through building a social media marketing strategy, creating new content, and managing the Museum's social media accounts. 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 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

Exhibit Designer and Social Media Assistant duties may include the following:

- Design exhibit displays and artifact labels consistent with ADA compliance.
- Create QR codes and corresponding web pages that highlight artifacts
- Research, plan, and design professional social media content to promote the museum on multiple social media accounts.
- Develop and edit professional video content for social media.
- Develop a successful social media marketing strategy, including creating a plan, developing content, and managing the Museum's social media accounts.
- Understand and exhibit best practices in handling and photographing historical material and artifacts.
- 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, Communications, Education, Humanities & Languages, Technologies & Technicians

How To Apply

Send resume and cover letter to info@heritageglassmuseum.org

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 may 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

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 may 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

iEvolue 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 may 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@ievolveexperience.org or apply through <https://www.ievolveexperience.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 may 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>

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 may 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

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

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 may 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 transcripts to bscudieri@kippteamandfamily.org

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

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 may 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.

Qualifications

- Currently pursuing a degree in marketing, graphic design, or a related field.
- Proficiency in design software such as Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Strong visual design skills and a keen eye for aesthetics.
- Familiarity with social media platforms and their design requirements.
- Excellent organizational and time management skills.
- Good communication and teamwork abilities.
- Attention to detail and the ability to meet deadlines.

Desired Majors

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

How To Apply

Send resume and transcripts to 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 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

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 may 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**

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

Lionheart EMC LLC.

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

Lionheart EMC LLC.

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

Lionheart EMC LLC.

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

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

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

NAMI NJ

1562 US-130, North Brunswick Township, NJ 08902

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 may 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

Ramapo College of New Jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

Grant Development Internship, Hybrid, 1 open position

Overview of Position

Ramapo College of New Jersey seeks a Grant Development Intern. Under the supervision of the Assistant Director of Grants and Sponsored Programs, the Grant Development Intern will support Ramapo College's strategic initiatives through grants. As an Intern, you will learn the fundamentals of all aspects of grant development including how to locate funding opportunities, the process of writing and editing grant proposals, drafting letters of inquiry to sponsors, and developing a grant budget. Interns will have the opportunity to work with the Office of Grants and Sponsored Research on projects in development and those yet to be identified, while

learning about the overall structure and activities of grant development at an academic institution. Attention to detail and exceptional writing skills is 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 and 5:30 pm.

o Start date: May 2024

o End date: August 2024

Responsibilities/Duties/Projects

Grant Development Internship duties may include the following:

- Review daily grant and contract publications in order to identify and pursue potential matches for institutional strategic priorities;
- Draft clear, compelling, and well-organized grant proposals and letters of inquiry that effectively communicate the organization's mission, objectives, and the specific project for which funding is sought;
- Create detailed budgets that outline how the grant funds will be utilized;
- Ensure that grant proposals adhere to the specific guidelines and requirements of each funding opportunity, including deadlines and submission formats; and
- Effectively manage time and prioritize tasks to meet grant application deadlines.

Desired Majors

Education, Communications, Humanities & Languages, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to bconnors@ramapo.edu

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 may 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.

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

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.

The Aubrey Group

121 Market Street, Camden, New Jersey, 08102 (Business Office Address)

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

The Boys & Girls Club of Atlantic City

1616 Pacific Avenue Suite 500 Atlantic City, Nj 08401

Behavioral Health Services Summer Associate, In-person, 1 open position

Overview of Position

This position will play a vital part in our behavioral health department will assist in developing and implementing therapeutic management programs. Will also assist in assessing students learning and emotional needs.

Responsibilities/Duties/Projects

Behavioral Health Services Summer Associate duties may include the following:

- Under supervision of the BHS Director, interns develop, supports, implements, and modifies therapeutic and behavioral management programs.
- Facilitate and engage in one or more programs to support the programming of the Behavioral/Wellness Department.
- Work with diverse populations including different cultures/backgrounds, providing wellness services and counseling for club teens, and club children.
- Use electronic health record to maintain, complete and record accurate documentation.
- Assesses student's learning and emotional needs by working directly with the students and collaborating with club staff members and/or if possible guardians of members.
- Observe all HIPAA regulations and maintain client confidentiality and privacy.
- Must be available to float across all three clubs.
- Other duties as assigned.

Desired Majors

General Studies, Education, Communications, Health Professions, Social Sciences, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to hr@acbgc.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

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 may 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

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

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 may 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

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

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 may 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

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 may 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>

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 may 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

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 may 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

Project Management Inten, 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 Inten duties may 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 may 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

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 transcript suzanne@ycamp.org