



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities by Major  
Education

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

50 Park Place, 701, Newark, New Jersey

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

### **Overview of Position**

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

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

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

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

### **Desired Majors**

Education, Agriculture, Food & Horticulture, Arts & Design

### **How To Apply**

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

## **All Things Are Possible Foundation**

611 Beverly Rancocas Rd, Willingboro, NJ 08046

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

### **Overview of Position**

Student Group Leader:

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

Marketing Associate:

The Marketing Intern will support ATAP's marketing and communications efforts in a variety of initiatives aimed at promoting ATAP's childcare and educational programs across several mediums. This professional internship will help develop marketing, writing, photography, design, and digital media skills while gaining hands-on experience in a non-profit, independent learning environment.

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

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

Student Group Leader:

- Responsible for actively assisting with planning, leading and assisting with group activities and 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](mailto:taworthy@atapfoundation.org)

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

**Youth Development Professional Intern (YDPI), In-person**, 4 open positions

### *Overview of Position*

Assist with implementing activities provided within a specific program area that supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

### *Responsibilities/Duties/Projects*

*Youth Development Professional Intern (YDPI)* duties can include the following:

Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes
- Promote and stimulate program application
- Register new members and participate in the club orientation process
- Provide guidance and role modeling to members

Program Development and Implementation

- Effectively implement programs, services and activities for members and youth visitors.
- Monitor programs, services and activities to ensure safety of members, quality in programs and appearance of the center at all times.

Health and Safety

- Ensure a healthy and safe environment.

### *Desired Majors*

Education, Open to all Majors

### *How To Apply*

Send resume to [ghodges@gcbgc.org](mailto:ghodges@gcbgc.org)

## **Chad School Foundation**

60 Park Place, Newark, NJ 07102

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

### **Overview of Position**

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

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

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

*Program Assistant* duties can include the following:

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

### **Qualifications**

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

### **Desired Majors**

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

### How To Apply

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

## **Compass ABA LLC**

**ABA Behavior Technician, In-person**, 30 open positions

### Overview of Position

Do you have a passion for impacting the lives of children and young adults with Autism Spectrum Disorder and their families? If so, then you'd be a great candidate for our ABA Behavior Technician position!

Compass ABA Therapy is a company that provides personalized and effective Applied Behavior Analysis (ABA) services to children and young adults with autism and their families. Our team of dedicated professionals are committed to improving the lives of those we serve through evidence-based treatment.

This is a full-time on-site role for an ABA Behavior Technician. The ABA Behavior Technician will work closely with Board Certified Behavior Analysts (BCBAs) to implement individualized ABA programs for children with autism. The Behavioral Health Technician will assist in conducting assessments, collecting data, providing one-on-one treatment, and collaborating with the interdisciplinary team to ensure progress towards goals and objectives.

Compass ABA provides highly individualized ABA therapy by taking every facet of the client's and family's life into consideration. Compass ABA was founded on the premise of maintaining high clinical quality and excellence. We are hiring passionate ABA Behavior Technicians/ RBTs to provide quality 1:1 instruction to children with autism in their homes or community settings to work on communication, social, play, and adaptive skills. By joining Compass ABA, you will apply your passion and work ethic to positively impact the lives of children and families in your community!

### Responsibilities/Duties/Projects

*ABA Behavior Technician* duties can include the following:

- Follow the ABA Treatment Plan and corresponding treatment goals as designed by the BCBA
- Record objective daily data to reflect client progress toward goals
- Maintain objective daily session notes
- Manage effective communication with team members and supervisors

- Always ensure safety of the client and contact the appropriate person(s) in case of an emergency

### *Desired Majors*

Education, Social Sciences, Open to all Majors

### *How To Apply*

Send resume to [compassaba.org](mailto:compassaba.org) [hello@compassaba.org](mailto:hello@compassaba.org)

## **Dynamic Learning Academy**

45 Route 206 Hammonton, NJ 08037

**Preschool teacher, In-person**, 2 open positions

### *Overview of Position*

At the end of the internship students will be able to:

- Create developmentally appropriate curriculum plans based on individual children's needs and interests within the context of family, culture, and society.
- Integrate theory and research into curriculum planning.
- Integrate multicultural and diversity issues into curriculum plans.
- Design classroom schedules and lesson plans.
- Demonstrate techniques to communicate with families and professionals.
- Demonstrate the ability to use guidance and management techniques to support the social and emotional development of young children from birth to age five.
- Demonstrate sensitivity to the child guidance practices of families and cultures.
- Demonstrate supportive teacher-child relationships and promote positive peer relationships.
- Document observations using techniques such as running records, anecdotal records, event sampling, time sampling, rating scales, and checklists.
- Demonstrate the ability to interpret and use assessment and screening results to make curriculum decisions and communicate with parents and professionals.
- Develop positive, collaborative relationships with colleagues, other professionals, and families and work effectively as a member of a professional team.
- Reflect on teaching practices, self-assess and evaluate the effect of choices and actions on children, parents, and other professionals to plan and modify teaching behaviors and program plans.

### *Responsibilities/Duties/Projects*

*Preschool teacher* duties can include the following:

- Create developmentally appropriate curriculum plans based on individual children's needs and interests within the context of family, culture, and society.
- Integrate theory and research into curriculum planning.
- Integrate multicultural and diversity issues into curriculum plans.
- Design classroom schedules and lesson plans.
- Demonstrate techniques to communicate with families and professionals.
- Demonstrate the ability to use guidance and management techniques to support the social and emotional development of young children from birth to age five.
- Demonstrate sensitivity to the child guidance practices of families and cultures.
- Demonstrate supportive teacher-child relationships and promote positive peer relationships.
- Document observations using techniques such as running records, anecdotal records, event sampling, time sampling, rating scales, and checklists.
- Demonstrate the ability to interpret and use assessment and screening results to make curriculum decisions and communicate with parents and professionals.
- Develop positive, collaborative relationships with colleagues, other professionals, and families and work effectively as a member of a professional team.
- Reflect on teaching practices, self-assess and evaluate the effect of choices and actions on children, parents, and other professionals to plan and modify teaching behaviors and program plans.

### *Desired Majors*

Education, General Studies, Math & Physical Sciences, Social Sciences, Open to all Majors

### *How To Apply*

Send resume [dynamiclearningac@gmail.com](mailto:dynamiclearningac@gmail.com)

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

60 Park Place, Suite 802 Newark, NJ 07102

**KIPP NJ- Teaching & Learning Team Internship, In-person**, 2 open positions

### *Overview of Position*

Internship Overview: Teaching and Learning Team

Duration: 10 weeks

Number of Interns: 2

The Teaching and Learning Team Internship at KIPP NJ offers college students interested in education and instructional design an opportunity to gain practical experience and contribute to



the development and enhancement of teaching and learning materials within our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Teaching and Learning Team. The internship will provide valuable insight into the field of education, instructional design, and curriculum development.

This internship will provide hands-on experience in curriculum development, instructional design, and educational research, allowing you to apply your knowledge and skills in an educational setting. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of education.

At the conclusion of the internship, you will have gained practical experience in curriculum development, instructional design, and supporting teaching and learning initiatives.

If you are passionate about education, instructional design, and making a positive impact in the lives of students, we encourage you to apply for this internship opportunity with the Teaching and Learning Team at KIPP NJ.

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

*KIPP NJ- Teaching & Learning Team Internship* duties can include the following:

- **Support Curriculum Development:** Assist in the development and enhancement of curriculum materials for various subjects and grade levels. This may include researching, organizing content, creating lesson plans, and aligning instructional materials with educational standards.
- **Collaborate with Instructional Coaches:** Work closely with instructional coaches to support their efforts in improving teaching practices and implementing effective instructional strategies.
- **Assist with Data Analysis:** Help analyze student performance data and contribute to the interpretation of assessment results, providing insights to inform instructional decision-making.
- **Conduct Research:** Conduct research on best practices in teaching and learning, instructional design, and educational technologies, and share findings with the team.
- **Create Supplementary Learning Resources:** Develop supplementary learning resources such as worksheets, activities, and multimedia materials to support student engagement and learning.
- **Review and Edit Instructional Materials:** Review and provide feedback on existing instructional materials, ensuring alignment with educational standards and best practices.
- **Support Professional Development Initiatives:** Contribute to the planning and execution of professional development sessions for teachers, including organizing materials and assisting with logistics.
- **Collaborate with Team Members:** Work closely with other members of the Teaching and Learning Team, participating in team meetings and contributing to team projects.

### *Desired Majors*

Education, Open to all Majors

### *How To Apply*

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

## **Neighborhood Center, Inc**

278 Kaighns Ave, Camden NJ 08103

**Assistant Program Director for Athletics and Outdoor Recreation, In-person**, 1 open position

### *Overview of Position*

Work with camp director to plan and lead a variety of activities to engage children in movement and developing cooperation and communication skills, in our summer day camp serving children in Camden. Teach games and encourage fun and physical movement.

### *Responsibilities/Duties/Projects*

*Assistant Program Director for Athletics and Outdoor Recreation* duties can include the following:

- Plan a wide variety of engaging physical activities including cooperative games, team sports, and outdoor recreation.
- Design activities to develop children's social and emotional, physical, intellectual, and creative capacities.
- Instruct children on games and work with them to play cooperatively.
- Coach children and help them develop communication and conflict resolution skills
- Coordinate activities with camp director and make adjustments as needed
- Lead and collaborate with camp counselors to create a cooperative and fun environment for all.
- Comply with all organizations policies and expectations

### *Desired Majors*

Education, Open to all Majors

### *How To Apply*

Send resume, cover letter, and transcripts to [michael.landis@ncicamden.com](mailto:michael.landis@ncicamden.com)

## Neighborhood Center, Inc

278 Kaighns Avenue, Camden, NJ 08103-3234

**Assistant Program Director for Language Arts, In-person**, 1 open position

### Overview of Position

Work with camp director to plan and lead a variety of activities to engage children in language arts and literacy activities in our summer day camp serving children in Camden. Develop age-appropriate activities that coordinate with grade level learning objectives to encourage literacy growth through the summer. Work closely with children and counselors in literacy focused activities.

### Responsibilities/Duties/Projects

*Assistant Program Director for Language Arts* duties can include the following:

- Plan a wide variety of engaging language arts activities that develop reading, speaking, listening, and writing capacities.
- Draw from best practices in literacy development, with a strengths-focused, culturally appropriate curriculum.
- Lead language arts sessions with differentiated age groups, as a teacher, coach, and mentor.
- Coach children and help them develop communication and conflict resolution skills.
- Coordinate activities with camp director and make adjustments as needed.
- Lead and collaborate with camp counselors to create a cooperative and fun environment for all.
- Comply with all organizations policies and expectations.

### Desired Majors

Education, Humanities & Languages

### How To Apply

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

## 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 can 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](mailto:bconnors@ramapo.edu)

## **Ramapo College of New Jersey**

505 Ramapo Valley Road, Mahwah, NJ 07430

**Environmental Educator, In-person**, 2 open positions

### **Overview of Position**

This is a learning opportunity for students who are interested in environmental education. The NJSEA Meadowlands Environment Center (MEC), operated by Ramapo College of New Jersey educators, provides environmental education opportunities to schoolchildren in Grades K-12 through MEC programs. The MEC provides informal STEM education experiences to 15,000 – 20,000 students each year. Our programs encourage the use of the environment as a classroom, increase awareness of the resources of the Meadowlands, and help communities recognize critical environmental issues affecting communities such as health, energy use and global climate change. Through inquiry learning and cross-curricular activities we offer hands on educational programs for grades K-12. We provide “life-long” learning programs for young children, families, adults, older adults, and members of the community living with disabilities. Programs include instruction during the day and community engagement through family science nights and scout programs. Students are enrolled in public, private, charter, and homeschool programs. These children are: general education students; special education students from inclusion and self-contained programs; Title 1, low-income, high-risk students; English Language Learners; on the Autism Spectrum; Gifted students including those twice exceptional. Our summer programs include STEM enrichment programs for school districts and community recreation programs as well as MEC summer day-camps and professional development workshops for teachers.

Under the direction of the Education Coordinator at the Meadowlands Environment Center; the Environmental Educator intern will assist in the implementation of educational programs for visiting groups. They will also perform routine educational support and animal care tasks. The staff at the MEC will mentor the interns; we expect that after they have mastered some content, the interns will be able and comfortable to assume some opportunities to instruct the classes under the guidance of the staff.

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

*Environmental Educator* duties can include the following:

- Assist educational programs correlated to State and National Content Standards.
- Assist in the care and maintenance of live animal exhibits.
- Assist in the facilitation of teacher training workshops
- Respond to public inquiries following established guidelines.
- Contribute to team effort by completing tasks on an as needed assigned basis.
- Assist in outreach educational projects/programs.

### **Desired Majors**

Education, Life Science, Math & Physical Sciences

### **How To Apply**

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

## **Wunderkind Academy**

179 Irvington Avenue. South Orange, NJ 07079

**Infant Assistant Teacher Internship, In-person**, 1 open position

### **Overview of Position**

The Infant Assistant Teacher plays a pivotal role at Wunderkind Academy, a childcare center dedicated to nurturing the youngest minds. In this role, you will collaborate closely with lead teachers to ensure the health, welfare, and safety of infants in our care. Your responsibilities include assisting with daily activities and meal preparations, engaging in interactive play, and contributing to a secure and learning-rich environment. You will monitor and guide infants both in and out of the classroom, including outdoor activities and field trips, while ensuring the classroom remains organized and conducive to learning. This position is ideal for those who are passionate about early childhood development and wish to make a positive impact on the lives of infants.

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

*Infant Assistant Teacher Internship* duties can include the following:

- Assist Lead Teachers: Collaborate closely with lead teachers in supervising and caring for infants, ensuring their health and safety at all times.
- Activity Preparation: Help prepare and organize daily activities and meals, creating a nurturing and stimulating environment for infants.
- Child Interaction: Engage in interactive play and learning activities with infants, fostering their development and providing individual attention.
- Classroom Management: Ensure the infant classroom is well-organized, clean, and safe, and monitor infant activities both inside and outside the classroom.
- Field Trip and Outdoor Supervision: Accompany infants on field trips and outdoor activities, ensuring their safety and enhancing their learning experience.

### **Desired Majors**

Education, Open to all Majors

### **How To Apply**

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

## **Wunderkind Academy**

179 Irvington Avenue. South Orange, NJ 07079

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

### **Overview of Position**

The Business Analyst position at Wunderkind Academy offers a unique opportunity to impact the operational efficiency and market competitiveness of our childcare center. In this role, you will be responsible for creating management plans, analyzing market trends, and identifying areas for improvement within the business model. Your tasks include collecting and analyzing client feedback, conducting surveys, and presenting data-driven strategies for business enhancement. Staying abreast of industry standards and trends is crucial for implementing innovative changes in our projects and services. This role is ideal for someone with strong analytical skills, business acumen, and a passion for driving organizational success through strategic planning and analysis.

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

*Business Analyst Internship* duties can include the following:

- **Management Planning:** Develop and implement detailed management plans to improve operational efficiency and effectiveness.
- **Market Analysis:** Conduct thorough market and competition analysis to identify trends and areas for strategic growth.
- **Feedback Collection and Analysis:** Gather and analyze client feedback through surveys and other methods to inform business improvements.
- **Presentation and Reporting:** Create and deliver presentations on data-driven strategies, and arrange meetings to discuss potential improvements.
- **Industry Research:** Stay updated on industry standards and trends to integrate innovative practices into new projects and services.

### **Desired Majors**

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

### **How To Apply**

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

## **Branch Brook Park Alliance**

115 Clifton Ave, Suite 300, Newark, NJ 07104

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

### **Overview of Position**

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

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

### **KEY LEARNING OBJECTIVES**

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

### **PROFESSIONAL LEARNING OBJECTIVES**

- Learn to build your communication skills online, on the phone and in-person through community engagement activities.
- Develop your public speaking skills through community engagement programs.
- Build your project management skills from inception to implementation.
- Develop your potential as a facilitator in group settings.
- Familiarize yourself with trade groups and associations.
- Learn about code of ethics.
- Learn about nonprofit trade periodicals.
- Learn to build your leadership skills by leading others in service.

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



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

#### ACADEMIC LEARNING OBJECTIVES

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

#### INTERN RESPONSIBILITIES

- Develop volunteer project plans in stewardship to Essex County Branch Brook Park and revise as appropriate to meet changing needs.
- Analyze and visualize data for the purpose of making informed decisions about our work.
- Support the grants management cycle; prospect, research, write, and impact reporting.
- Develop and implement a community outreach strategy to engage skills-based volunteers.
- You will work with the team to develop, implement, and manage our summer youth employment program known as Park Ambassadors.
- Assist in creating a leadership development curriculum for Park Ambassadors in the spring season.
- Motivate and empower program participants to learn workforce skills through service in Branch Brook Park in the summer season.
- Lead other community volunteers in Branch Brook Park in caring for the landscape.
- Craft marketing content in the form of videos, photos and writing for social media, community canvassing tools, and professional presentations.
- Advocate for service by writing and editing regular blog posts.

#### *Desired Majors*

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

#### *How To Apply*

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

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5, Piscataway, NJ 08854

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

### **Overview of Position**

About our nonprofit:

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

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

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

*Marketing Intern* duties can include the following:

Under the leadership and guidance of the Marketing Director you will:

- 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 [@circlesteamlab.org](mailto:@circlesteamlab.org) or apply through [www.circlesteamlab.org](http://www.circlesteamlab.org)

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5

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

### *Overview of Position*

About our company:

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

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

### *Responsibilities/Duties/Projects*

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

- Evaluating and implementing the curriculum in an approach that relates to students' interests and abilities
- Adhering to lesson plans to cultivate an enjoyable yet challenging educational setting
- Monitor student conduct and using innovative strategies to sustain the enthusiasm and involvement of all participants
- Establishing a supportive learning environment for our learners
- Innovatively instructing cutting-edge STEAM principles
- Innovatively and creatively instruct STEAM concepts

- Motivate and inspire students by harnessing your enthusiasm STEAM and teaching
- Be flexible, punctual, and professional
- Use passion for instructing to inspire and serve as role model participants
- To be punctual, professional, and flexible
- Provide direct supervision and behavior management of learners
- Facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

### Qualifications

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

### Desired Majors

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

### How To Apply

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

## **Ferrell Studios**

**Arts Education Intern, Hybrid**, 1 open position

### *Overview of Position*

As an Arts Education Intern at Ferrell Studios, you will contribute significantly to our educational initiatives. This role provides a unique opportunity to be directly involved in arts education, supporting the development and delivery of our programs. You will assist in coordinating educational activities, interact with students and instructors, and gain invaluable experience in the field of arts education and administration.

### *Responsibilities/Duties/Projects*

*Arts Education Intern* duties can include the following:

- Assist in organizing and managing our educational programs, including workshops, classes, and summer camps.
- Perform administrative duties related to arts education, such as maintaining records, managing schedules, and handling correspondence.
- Conduct research on arts education trends and contribute to outreach efforts to expand our student base.
- Develop curriculum and lesson plans for new or existing performing arts classes, both virtually and in-person
- Teach workshops, classes, and lessons, both virtually and in-person, to children and teens ages 7-16
- Assist educational staff with student management
- Participate in professional development opportunities pertaining to arts education
- Attend staff meetings as scheduled

### *Desired Majors*

Arts & Design, Education

### *How To Apply*

Send resume and transcripts to [info@ferrellstudios.com](mailto:info@ferrellstudios.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 can include the following:

Sales Support:

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

Marketing Collaboration:

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

Digital Marketing Assistance:

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

Customer Engagement:

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

Sales Reporting and Analysis:

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

### Desired Majors

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

### How To Apply

Send resume and cover letter to [hiring@frasersmathematicsolutions.com](mailto:hiring@frasersmathematicsolutions.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 can include the following:

Project Planning Assistance:

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

Coordination and Communication:

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

#### Task and Resource Management:

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

#### Documentation and Reporting:

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

#### Additional Focus Areas:

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

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

##### Workshop Support:

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

##### Research Support:

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

##### Design and Innovation:

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

##### Grant Application Support:

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

##### Event Planning and Scheduling:

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

##### Document Creation and Updating:

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

##### HR Support:

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

##### Data Analysis:

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



Initiative and Idea Generation:

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

### *Desired Majors*

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

### *How To Apply*

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

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

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

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Organizational Strategy Associate* duties can include the following:

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

- Assist in the development and monitoring of key performance indicators (KPIs) to measure the success and impact of strategic initiatives.
- And more! (and there is flexibility to incorporate your areas of interest)

### **Desired Majors**

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

### **How To Apply**

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

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

108 Watchung Avenue, Plainfield, NJ 07060

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

### **Overview of Position**

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

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

*Summer Associate* duties can include the following:

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

- Documentation and Reporting: Prepare detailed reports summarizing research findings and database structures. Communicate insights effectively to support strategic decision-making.

### **Desired Majors**

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

### **How To Apply**

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

## **Glassboro Child Development Centers**

Glassboro Child Development Centers 31-35 South Main Street Glassboro NJ 08028

**Special Support Intern, In-person**, 6 open positions

### **Overview of Position**

Special Support Intern will gain critical, measurable and resume-building experience in a real world program that supports the intern in learning about the implementation of targeted interventions for at-risk and special populations who are experiencing increased challenges during this pandemic recovery.

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

*Special Support Intern* duties can include the following:

- Assist in accessing/connecting special services available in the community
- Develop safe, interactive, social and behavioral individual educational activities for assigned child(ren)
- Implement applicable student behavioral/academic interventions
- Assist with virtual and in-person family engagement activities
- Assist with data collection for funding reports
- Attend required agency meetings and training

### **Desired Majors**

Arts & Design, Education, General Studies, Health Professions, Humanities & Languages, Social Sciences, Open to all Majors

### **How To Apply**

Send resume, cover letter, and transcripts to [jdillon@gcdckids.net](mailto:jdillon@gcdckids.net)

## **Graham Behavior Services**

60 NJ 36 West Long Branch, NJ

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

### **Overview of Position**

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

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

*HR intern* duties can include the following:

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

### **Desired Majors**

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

### **How To Apply**

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

## **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 can 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](mailto: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 can include the following:

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

### **Desired Majors**

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

### **How To Apply**

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

## **Hoboken Rock Climbing Company LLC**

1423 Clinton St, Hoboken, NJ 07030

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

### **Overview of Position**

The Program Coordinator will work directly with the location's Management team to organize and coordinate all facets of summer programming including our popular climbing camp

programs for kids ages 7-14 . Our goal is to provide a thrilling experience for young climbers, both experienced and new to the sport. We are looking for an individual who is proactive and team-oriented with a positive attitude and strong work ethic.

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

*Program Coordinator* duties can include the following:

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

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Education, General Studies

### **How To Apply**

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

## **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 can include the following:

- Provide instructor support.

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

### *Desired Majors*

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

### *How To Apply*

Send resume, cover letter, and transcripts to [hello@ievolveexperience.org](mailto: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 can include the following:

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

### *Desired Majors*

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

### *How To Apply*

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

## **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.

### *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.

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

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

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

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

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

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

### **Desired Majors**

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

### **How To Apply**

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

## **KIPP 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

### **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.

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

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

- Calendar Invites: Support the counselors by creating calendar invites for the academic year, ensuring that important dates and events are properly scheduled and communicated to students.
- Engagement Text Messages: Assist in drafting text messages that will be sent to alumni, providing reminders, updates, and relevant information to support their ongoing engagement.
- Event Planning: Support in planning events for students over the summer, including logistics coordination, attendee management, and on-site support.
- Direct Work with Alumni: Work in one-on-one or small group settings with current alumni, providing support and guidance in their career and educational pursuits.
- Team Meetings: Join team meetings and meet with other teammates to learn about various roles and gain exposure to different aspects of the KIPP Forward Team's work.
- Social Media Management: Create daily posts for Instagram and Facebook, highlighting the summer internship program and other initiatives, and engaging with the alumni community online.
- Text Campaign Management: Assist in managing text campaigns, including sending weekly mass messages to unenrolled alumni, informing them of upcoming and important dates.
- In-Person School Visits: In-person visits to our schools to gather updated information on alumni and their achievements.
- Alumni Outreach: Support the team in texting students program application reminders, workshop reminders, and other relevant communications to engage and support the alumni community.
- Content Creation: Create Instagram posts and reels to highlight the summer internship program and other initiatives, showcasing the achievements and success stories of our alumni.
- Photography: Visit various internships sites to capture photos and videos of interns in action, documenting their experiences and capturing visual content for promotional purposes.
- Future Leaders Recruitment: Help recruit new students to the upcoming Future Leaders Cohort, assisting in outreach efforts and promoting the program.
- Operations Support: Provide support in any way that helps the career team meet its goals, which may include tasks such as database updates, newsletter creation, attending team meetings, and relevant trainings.
- Mental Health Resources: Update mental health resources for our alumni base in both Newark and Camden, ensuring that they have access to relevant and up-to-date support services.
- Student Support: Support group sessions led by our Social Workers for K-12 students in our school system, assisting with logistics, participant engagement, and documentation.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Communications, Education

### *How To Apply*

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

## **La Casa de Don Pedro**

221 Broad Street, Newark, NJ 07104

**ECED Summer internship 2024, Hybrid**, 30 open positions

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

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

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

### *Desired Majors*

Agriculture, Food & Horticulture, Arts & Design, Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Computer Science, Information Systems & Technology, Education;Engineering;General Studies;Health Professions;Humanities & Language

### *How To Apply*

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

## **NAMI New Jersey**

1562 US-130, North Brunswick Township, NJ 08902

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

### **Overview of Position**

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

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

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

Program Development and Planning:

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

Event Coordination:

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

Content Creation:

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

Data Collection and Analysis:

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

Community Engagement:

- Actively engage with employees and community members to promote awareness and participation in South Asian Multicultural Programs.

- Establish and strengthen relationships with external organizations that share our commitment to celebrating South Asian heritage.

### **Desired Majors**

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

### **How To Apply**

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

## **NAMI NJ**

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 can include the following:

- Assist in expanding Signature Programs including but not limited to:
- Family Support Group, Family to Family, Ending the Silence and others
- Serve as producer for signature program trainings, check ins and refreshers.
- Recruit new volunteers for signature programs.
- Assist in screenings of applicants for Signature Program trainings.
- Maintaining evaluation tools.
- Arrange and Track Ending the Silence presentations.
- Coordinating scheduling with schools and other entities.
- Design and deliver various communications to program leaders.
- Publicity/marketing - designing materials, working with communication staff and innovating new approaches.
- Assist in Volunteer recognition activities.
- General administrative support such as answering calls, emailing and organizing (zoom schedules).
- Complete other related responsibilities, duties and logistics as assigned.



- Spanish speaking applicants strongly desired.

### **Desired Majors**

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

### **How To Apply**

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

## **New Jersey American Water**

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

**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 can 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**

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

## Ramapo College of NJ

505 Ramapo Valley Rd, Mahwah, NJ 07430

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

### Overview of Position

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

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

o Start date: May 2024

o End date: August 2024

### Responsibilities/Duties/Projects

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

- Provide accurate information and quality customer service to prospective, new and current students, as well as faculty, staff and the general public;
- Act as first point of contact for prospective students via phone, email and campus visits;
- Assist with recruitment events, such as information sessions;
- Assist with planning, coordination and implementation of adult new student orientation sessions;
- Monitor program email accounts;
- Organize, update and send orientation communication sequence to admitted students;
- Maintain and update print and web materials;
- Complete other duties as assigned by the Director;
- Effectively manage time and prioritize tasks to meet deadlines.

### Desired Majors

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

### How To Apply

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

## Students 2 Science

66 Deforest Avenue, East Hanover, NJ 07936

### **ISAAC (Improving Student Affinity & Aptitude for Careers in STEM) Program Internship, In-person, 4 open positions**

#### **Overview of Position**

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

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

*ISAAC (Improving Student Affinity & Aptitude for Careers in STEM) Program Internship* duties can include the following:

- Conduct research, complete experimentation, and develop a presentation that summarizes the project's lifecycle.
- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with the S2S and intern team to investigate current and future workforce trends in the state of New Jersey.
- Develop content to be used for future ISAAC programs that aligns with the outcomes of the workforce research.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.

### Desired Majors

Computer Science, Information Systems & Technology, Education, Engineering, Life Science, Math & Physical Sciences, Technologies & Technicians

### How To Apply

Send resume and cover letter to **Oliva Felder, Director Career Advancement Program at [Oliviafelder@students2science.org](mailto:Oliviafelder@students2science.org)**

## Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

**Virtual Lab (V-Lab) Program Internship, In-person**, 1 open position

### Overview of Position

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

### Responsibilities/Duties/Projects

*Virtual Lab (V-Lab) Program Internship* duties can include the following:

- Conduct research, complete experimentation, and develop a presentation that summarizes the project's lifecycle.
- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with a S2S and intern team to develop stimulating content to be used for future V-Lab programming.

- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.

### *Desired Majors*

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

### *How To Apply*

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program at [Oliviafelder@students2science.org](mailto:Oliviafelder@students2science.org)**

## **Students 2 Science**

66 Deforest Ave, East Hanover, NJ 07936

**Career Advancement Program (CAP) Internship, In-person**, 1 open position

### *Overview of Position*

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

### *Responsibilities/Duties/Projects*

*Career Advancement Program (CAP) Internship* duties can include the following:

- Conduct research relevant to the Career Advancement Program and develop a presentation that summarizes the project's lifecycle.

- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with a S2S and intern team to develop stimulating content to be used for future CAP offerings.
- Assist in event planning, inclusive of speaker selections, logistics, marketings, post-event assessments and in defining learning outcomes.
- Collaborate with the S2S team and industry experts to develop the 2024-25 academic year calendar of events for CAP.
- Research and develop a contact list for past program participants to develop story boards and marketing collateral.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.

### *Desired Majors*

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

### *How To Apply*

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program at [oliviafelder@students2science.org](mailto:oliviafelder@students2science.org)**

## **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.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

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

*Marketing and Communications Internship* duties can 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.

### **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](mailto:oliviafelder@students2science.org)**

## **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.

### 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.

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

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

If you are passionate about supporting the operational needs of schools, ensuring a positive learning environment for students, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the School Operations Team at KIPP NJ.

### Responsibilities/Duties/Projects

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

- Registration: Support the school operations team by reaching out to families to collect registration documents, ensuring all required paperwork is completed and submitted.
- Documentation: Assist in the scanning and digital archiving of student documents, ensuring proper organization and confidentiality. Safely destroy paper versions of documents following established protocols.
- Supporting School Organization and Beautification: Contribute to the organization and beautification of our schools. This may involve tasks such as arranging furniture, creating



signage, and maintaining a clean and welcoming environment for students, staff, and families.

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

### *Desired Majors*

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

### *How To Apply*

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

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

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

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

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

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

Care Management:

- Assist in the development and implementation of care management strategies for youth participants.

- Collaborate with program leaders to ensure the well-being and positive development of club members.

#### Guest Speaker Outreach:

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

#### Partnership Building:

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

#### Event Coordination:

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

#### Documentation and Reporting:

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

#### **Desired Majors**

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

#### **How To Apply**

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

### **The 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 can 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](mailto: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 can include the following:

- Update our internal databases with new employee information, including contact details and employment forms.
- Assist in organizing employee documents for compliance reports.
- Screen resumes and application forms
- Schedule and confirm interviews with candidates.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed (like training budgets by department)
- Address employee queries about benefits (like number of remaining vacation days)
- Review and distribute company policies in digital formats or hard copies.
- Participate in organizing company events and careers days.

### *Desired Majors*

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

### *How To Apply*

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

## **The Gravity Vault LLC**

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

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

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

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Program Coordinator* duties can include the following:

- Creating and maintaining registration lists.
- Communicating via phone and email to distribute camp information to customers.
- Reconciling program payments from customers
- Tracking attendance, collecting and filing necessary paperwork.
- Overseeing camp staff and scheduling.
- Working with outside vendors to ensure contracted deliverables are met.

- Managing camp activities and addressing potential problems that may arise.
- Coordinating in-house reporting and invoice management.
- The coordinator will also have the opportunity to teach climbing skills (no experience necessary - we will train you) and participate in exciting camp activities such as Slacklining, Crate Stacking, Rappelling, Climbing Movies, and off site trips.
- Applicants must be 18 years of age or older and First Aid/CPR certified.

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Education, General Studies

### **How To Apply**

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

## **Walker Brand Collective**

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

### **Overview of Position**

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

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

*Copywriting Internship* duties can include the following:

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

### *Desired Majors*

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

### *How To Apply*

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

## **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 can include the following:

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

### **Desired Majors**

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

### **How To Apply**

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