



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

General Studies

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

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

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

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Behavioral Health Services Summer Associate* duties may include the following:

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

### *Desired Majors*

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

### *How To Apply*

Send resume, cover letter, and transcripts to [hr@acbgc.org](mailto:hr@acbgc.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 may include the following:

Student Group Leader:

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

Marketing Associate:

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

### *Desired Majors*

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

### *How To Apply*

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

## **Branch Brook Park Alliance**

115 Clifton Ave, Suite 300, Newark, NJ 07104

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

### *Overview of Position*

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

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

### KEY LEARNING OBJECTIVES

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

### PROFESSIONAL LEARNING OBJECTIVES

- Learn to build your communication skills online, on the phone and in-person through community engagement activities.

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

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

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

#### ACADEMIC LEARNING OBJECTIVES

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

#### INTERN RESPONSIBILITIES

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

### **Desired Majors**

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

## How To Apply

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

## **Chad School Foundation**

60 Park Place, Newark, NJ 07102

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

### Overview of Position

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

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

### Responsibilities/Duties/Projects

*Program Assistant* duties may include the following:

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

### Qualifications

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

### *Desired Majors*

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

### *How To Apply*

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

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

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

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Talent Acquisition Intern* duties may include the following:

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

What You Will Learn:

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

### Qualifications

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

### Desired Majors

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

### How To Apply

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

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

**College Ministry Intern, Hybrid**, 1 open position

### Overview of Position

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

### Responsibilities/Duties/Projects

*College Ministry Intern* duties may include the following:

- Build relationships with college students.
- Lead weekly outreach times at local colleges and universities.
- Mobilize Christ centered student leaders.
- Disciple students in small groups on campus.
- Help organize and plan college events on and off campus.
- Help lead Quest College programs.
- Assist with follow-up with new students.



- Help with various administrative tasks.
- Invest relationally in the team, staff, and church family.

What You Will Learn:

- How to study the Bible well and create communities centered around God's Word.
- How to facilitate a small group.
- How to successfully market events through social media.

### Qualifications

- A heart for accomplishing the Great Commission.
- Growing in your leadership abilities.
- Teachable and willing to grow and learn.
- Able to lead bible studies.
- Growing in prayer and devotion to God.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

### Desired Majors

Humanities & Languages, Social Sciences, General Studies

### How To Apply

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

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5, Piscataway, NJ 08854

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

### Overview of Position

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

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

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

*Marketing Intern* duties may include the following:

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

### **Desired Majors**

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

### **How To Apply**

Send resume, cover letter, and transcripts to [interns@circlesteamlab.org](mailto:interns@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**

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a

crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

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

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

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

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

### **Qualifications**

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

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

### *Desired Majors*

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

### *How To Apply*

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

## **Community Foodbank of New Jersey**

6735 Black Horse Pike, Egg Harbor Township, NJ 08234

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

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

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

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

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

### **Desired Majors**

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

### **How To Apply**

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

## **Douglas Peterson DDS**

18 Ayers Lane, Little Silver, NJ 07739

**Dental Assistant, In-person**, 1 open position

### **Overview of Position**

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

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

*Dental Assistant* duties may include the following:

- Patient Care: Assisting patients, preparing them for treatments, and ensuring their comfort during procedures.
- Sterilization and Equipment Preparation: Sterilizing instruments, setting up equipment, and maintaining a clean and organized workspace.

- Assisting Dentists: Providing chair-side assistance to dentists during procedures, handing them tools, and anticipating their needs.
- Taking X-Rays: Operating and maintaining dental X-ray machines and assisting in taking and developing dental X-rays.
- Administrative Tasks: Scheduling appointments, managing patient records, and handling billing and payment procedures.
- Educating Patients: Instructing patients on proper dental hygiene techniques and post-treatment care.

### *Desired Majors*

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

### *How To Apply*

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

## **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 may 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 to [dynamiclearningac@gmail.com](mailto:dynamiclearningac@gmail.com)

## **ELEVATE TO EVEN PLUS**

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

### **Overview of Position**

By developing, coordinating, and evaluating the marketing materials used to support the Eleven+ mission, the marketing internship role is critical for strengthening the Eleven+ Internship

program and building awareness on how Eleven+ is expanding access to opportunities and making an equitable future possible for all.

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

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

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

*Marketing Intern* duties may include the following:

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

### **Qualifications**

- Intern must be comfortable with Google & Office suite
- Some knowledge of Canva or other graphic design software is desired but not required.



- Demonstrated ability to handle multiple projects and work independently.
- Must be open to learning and comfortable asking questions.

### **Desired Majors**

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

### **How To Apply**

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

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

375 South Dean Street, Englewood, NJ 07631

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

### **Overview of Position**

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

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

*Accounting Analyst* duties may include the following:

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

### **Desired Majors**

Business, Entrepreneurship & Human Resources, General Studies

### **How To Apply**

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

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

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

### Overview of Position

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

### Responsibilities/Duties/Projects

*Business Development Associate* duties may include the following:

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

### Desired Majors

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

### How To Apply

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

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

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

### Overview of Position

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

### Responsibilities/Duties/Projects

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

- Conduct a comprehensive comparative analysis of various survey tools and software
- Design and create engaging surveys to gather relevant data in alignment with organizational goals and objectives.
- Develop survey questions that are clear, unbiased, and capable of extracting meaningful insights from respondents.
- Implement survey distribution strategies across various platforms, ensuring maximum reach and participation from the target audience.
- Monitor and analyze survey responses, identifying trends, patterns, and outliers to derive actionable insights.
- Respond to participant inquiries and feedback, ensuring a positive and engaging experience for survey participants.
- Collaborate with Fundraising Well leadership to understand specific data requirements and tailor surveys accordingly.
- Collaborate with marketing team to promote surveys and engage with the audience effectively, and create reports summarizing survey findings..
- And more! (and there is flexibility to incorporate your areas of interest)

### **Desired Majors**

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

### **How To Apply**

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.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 may include the following:

- Conduct thorough research and analysis of industry trends, market conditions, and competitive landscapes to inform the development of organizational strategies.

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

### *Desired Majors*

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

### *How To Apply*

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

## **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 may 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)

## **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 may 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)

## **Hope Chocolates**

1700 South Broadway Camden NJ 08104

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

### Overview of Position

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

### Responsibilities/Duties/Projects

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

- Develop holiday product campaigns
- Develop strategies for market testing
- Evaluate and market test different types of products and product packaging
- Develop surveys of existing customers to understand their feedback, preferences, recommendations etc.
- Develop articles on Hope Chocolates story, successes, and employee stories for publication
- Pursue media outlets for publishing stories on Hope Chocolates
- Develop strategy to increase brand awareness
- Research various on-line advertising options (e.g., Google)
- Develop recommended strategy and implementation plan for advertising
- Measure the results of various advertising campaigns
- Implement additional automation in Wix to increase sales (checkout offers)
- Develop content and make changes to eCommerce site regarding events, communications, and other activities
- Develop content for Hope Chocolates Facebook page based on the Personas and Customer Journey Roadmap contained in the Marketing & Sales Plan
- Evaluate success of posts using information from Facebook and our Wix eCommerce Site (e.g. customer conversion rates)
- Develop strategy to increase the number of followers of site
- Develop social media improvement plans
- Evaluate Facebook advertising to increase sales

- Develop content for Hope Chocolates email campaigns based on the Marketing & Sales Plan
- Send out emails from Wix every 1-2 weeks; emails should be a mixture of product related posts, holiday and other campaigns, business related posts on how Hope Chocolates is improving the lives of its employees, and topics on Re-Entry of ex-offenders into society

### **Desired Majors**

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

### **How To Apply**

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

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

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

### **Overview of Position**

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

Design Research Interns apply to a specific specialization:

Justice Health:

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

Food Distribution Programs:

Work with organizations involved with community food distribution to develop media outreach and education campaigns that drives awareness, improves accessibility, and facilitates engagement with food resources within the community. This specialization is great for those

interested in learning about designing and producing communication campaigns, user experience (UX) research and design, and mobilizing ideas into action.

#### Energy and Environmental Innovations:

Work with environmental organizations to develop outreach and education programs that translate scientific data into information community members, policymakers, environmental resource managers, and outdoor enthusiasts can all understand and appreciate. This specialization is great for those wanting first time programming, data collection, digital communication and/or instructional design experience.

#### Immigrant Services:

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

#### Emerging Technologies:

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

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

*Design Researcher* duties may include the following:

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



### *Desired Majors*

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

### *How To Apply*

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

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

60 Park Place, Suite 802 Newark, NJ 07102

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

### *Overview of Position*

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 2

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

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

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

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

### *Responsibilities/Duties/Projects*

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

- Registration: Support the school operations team by reaching out to families to collect registration documents, ensuring all required paperwork is completed and submitted.

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

### Qualifications

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

### Desired Majors

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

### How To Apply

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

## **La Casa de Don Pedro**

221 Broad Street, Newark, NJ 07104

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

### **Overview of Position**

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

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

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

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

### **Desired Majors**

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

### **How To Apply**

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

## **Lincoln Park Coast Cultural District**

450 Washington Street, Newark, NJ 07103

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

## Overview of Position

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

**NON-PROFIT MANAGEMENT:** Shadow the Executive Director and the Administrative and Grant Associate about the three-way “Municipal-Corporate- Community” model and how all three must work together to achieve true Collaboration and Economic Regeneration in order to ReSURGE through Creative Placemaking. Day to day non-profit leadership includes community partnership and advocacy for quality of life improvement, strategic partnerships, closing funding/sponsorship deals, transitioning to virtual management of teams, affiliates, agencies and assigns.

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

## Responsibilities/Duties/Projects

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

- LPCCD Non-Profit Fundraising Tracking Management (shared with organization’s lead agency and fundraising consultant)
- LPCCD Fundraising Administrative Assistance for Major Initiatives
  - The Lincoln Park Church Façade Project – Goal Ribbon Cutting FY 2024
  - The Annual Lincoln Park Arts and Culture Season
  - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
  - Earned Revenue Events and Programs
  - Lincoln Park General Operating Grants and Fundraising (ongoing)
- LPCCD Website 3.0 Project

- Remind Executive Director to complete all tasks assigned to LPCCD by tracking timeline
- Assist ED with moving appropriate staff along through reminders and follow up emails & calls
- Assist organization with asset gathering and historical timeline for website project
- LPCCD Sustainable Living Community Podcast Season 2
  - Remind Executive Director to complete all online public speaking/hosting videos shared by agency
  - Participate in agency Media Training Session for Executive Director
  - Assist Executive Director with management of his calendar with respect to podcast video shoots, to practice his speaking points for podcast prior to, practicing and rehearsing
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Grantor/Funder Recap Support for Executive Director
  - Assist Executive Director with accessing recap reports provided by agency; copying/pasting into Grant Portal report formats
- LPCCD Content Access Links and Google Drive Support
  - Assist Executive Director with navigating Google Drive and where to find information
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”

### *Desired Majors*

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

### *How To Apply*

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

## **Lincoln Park Coast Cultural District**

450 Washington Street, Newark, NJ 07102

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

### *Overview of Position*

The Lincoln Park Coast Cultural District, Inc. (LPCCD) is a non-profit 501c3 organization actively engaged in the practice of economic development through Creative Placemaking. Our mission is to plan, design and develop a comprehensive arts and cultural district in the Lincoln Park neighborhood of downtown Newark. In general, all interns should be knowledgeable about the digital landscape and proficient in usage of social media, technology, apps. and must be

active on social media. The Non-Profit Management Intern will learn hands on by doing, shadowing in meetings and at virtual / in-person events and by weekly meeting with the Executive Director. In a post-pandemic world, it is increasingly important that all interns must understand virtual communication, collaboration and project management software, some understanding of content streaming and content production, virtual event software and digital. The intern will learn through two main functions: day to day non-profit operations and the administrative function of the office of the Executive Director and the role that everyone plays in marketing the organization.

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

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

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

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

- LPCCD Event Marketing Assistance for Major Initiatives along side the LPCCD community organizing interns and tangentially
  - Interested in representing LPCCD at events as “Official Lincoln Park Coast Cultural District Intern" at the table
  - At outdoor events, help with the LPCCD tent (set up, material distribution and ability to discuss the non-profit, break down)
  - Assist with LPCCD event supplies gathering, set up and break down; check in; attendee welcome and troubleshoot
  - Assist with LPCCD event signage inventory (banners, flags); accounting for event supplies received at LPCCD office only as needed
  - Assist with LPCCD event supplies gathering, event set up and break down; check in; attendee welcome and troubleshoot
  - The Annual Lincoln Park Arts and Culture Season
  - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
  - Earned Revenue Events and Programs
- Learn how to build LPCCD Event Recap report from the Administrative and Grant Associate
- Assist with accessing recap reports provided by agency in Google folders
- LPCCD Website 3.0 Project

- Assist organization with asset gathering and historical timeline while learning how a non-profit website is built from the ground up
- LPCCD Sustainable Living Community Podcast - Learn How Its Done!
  - Assist Executive Director with researching his podcast guests and prepare non-scripted “off-the cuff” questions that might be asked ad hoc in conversational manner
  - Assist with driving Community Awareness & Listenership of Podcast
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”
- LPCCD Social Media Marketing for Major Initiatives - Learn How....
  - Bolster content for Executive Director’s Linked In page
  - Work closely with Agency to launch organization on LinkedIn (connected to Executive Director’s Linked In page)
  - Attend and learn Social Media Marketing campaign development from lead agency
  - Trained on Executive Director’s Weekly Social Media campaign grid
  - Write weekly Social Media for Executive Director’s Personal and Professional Facebook, Twitter and Instagram
  - Get approval by Executive Director; ensure ED implements on Personal and Professional
  - Work closely with Agency to launch organization on Tik Tok
  - Promote on own social LPCCD’s initiatives; willing and not shy about joining platform community groups and post LPCCD content

### *Desired Majors*

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

### *How To Apply*

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

## **NAMI New Jersey**

1562 US-130, North Brunswick Township, NJ 08902

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

### *Overview of Position*

As a South Asian Multicultural Programs Intern, you will play a crucial role in supporting the planning, implementation, and assessment of initiatives that showcase and celebrate the diverse cultures of South Asia within our organization. This internship provides a unique opportunity to

gain practical experience in program coordination, event planning, and community engagement with a focus on South Asian heritage.

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

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

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

### **Desired Majors**

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

### **How To Apply**

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

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

1487 Kenwood Avenue, Camden, NJ 08103

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

### **Overview of Position**

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

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

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

*Housing Internship* duties may include the following:

- **Research and Analysis:** Conduct research on changing market conditions, assist with identifying project sites and housing prototype for diversified income base ranging from low to emerging market household; Analyze data related to housing affordability, vacancy, vacancy rates, ownership status, land banking, community ownership models and local housing policies.
- **Community Engagement:** Assist in organizing and participating in community meetings and local zoning/planning board meetings; Engage with local residents to understand their housing concerns and aspirations.
- **Program Support:** Collaborate with CEO and Project Manager to support the implementation of diverse housing programs, i.e. affordable homes for-sale, multi-family and homeowner repair; Assist in the coordination of financial literacy workshops, events, and outreach activities.
- **Documentation:** Maintain accurate records of housing-related data, activities, and community interactions.; Prepare reports and presentations summarizing research findings and program outcomes.
- **Policy Awareness:** Stay informed about local, state, and federal housing policies and their potential impact on the community.; Provide insights and recommendations based on policy analysis

- Communication: Assist in drafting content for newsletters, social media, and other communication channels.; Collaborate with the team to ensure effective communication with stakeholders.

### **Qualifications**

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

### **Desired Majors**

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

### **How To Apply**

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

## **Ramapo College of NJ**

505 Ramapo Valley Rd, Mahwah, NJ 07430

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

### **Overview of Position**

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

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

o Start date: May 2024

o End date: August 2024

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

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

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

### **Desired Majors**

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

### **How To Apply**

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

## **Raritan Valley YMCA**

144 Tices Lane, East Brunswick, NJ 08816

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

### **Overview of Position**

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

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

The Business and Finance Intern must possess the ability to work with numbers, excel, learn, accounting software, and be enrolled in a college degree program in a related business field or similar concentration and; have some course work and/or experience in the area of internship. The candidate must have demonstrated skills and or being willing to develop skills in working with staff, volunteers and members in the operations of the YMCA. The person must be trustworthy, honest and work with integrity.

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

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

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

- Understand and adhere to all Raritan Valley YMCA's policies and procedures.
- Assumes accountability for tasks assigned in the finance office. This may include working with accounts payable, bank reconciliations, creation of reports, graphs, charts, etc, reviewing files, researching problems.
- Follows established association procedures and policies relative to assignments.
- Learn the DAXKO point of sale software system, run reports as requested, gather statistics, input required data for budget and finance matters. Become familiar with Peachtree accounting software basics and assist with accounting tasks assigned.
- Provide written materials for work as requested.
- Monitor reports for accuracy. Report any deficiencies to the finance staff or Executive Director immediately.
- Serve as a positive role model at all times by promoting the YMCA mission and values through the delivery and development of staff and member services. Maintain a professional manner and confidentiality of one's work.
- Communicate with supervisor regularly on status of work.
- Choose and complete a project that will benefit YMCA operations and advance interns individual educational and professional development goals.
- Attend all staff meetings, training sessions and special events as required.
- Perform other job duties as requested and necessary.

### **Desired Majors**

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

### **How To Apply**

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

## Raritan Valley YMCA

144 Tices Lane, East Brunswick, NJ 08816

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

### Overview of Position

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

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

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

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

### Responsibilities/Duties/Projects

*Communications and Marketing Intern* duties may include the following:

- Understand and adhere to all Raritan Valley YMCA's policies and procedures.
- Assumes accountability for the interior and exterior communications systems and plans. This is to include technological systems within the building and administration of written marketing, ads, web postings, social networking, etc. Follows established association procedures and policies relative to assignments.
- Performs basic maintenance updates and checks personal computers.
- Research updating, repair and replacement of equipment as needed.
- Maintain YMCA telephone systems, update messages, train staff on phone use.

- Assist in providing individual and group supervision to staff with attention to computer care, maintenance, operations, cleanliness, safety, and skill development in the use of work related equipment and software programs including but limited to, email, viruses, network mechanics on computers, phones, copiers, etc. Communicate any issues requiring staff attention.
- Learn the DAXKO software system, run reports as requested, gather statistics, input required data for classes and online registrations.
- Provide written materials for program promotions, marketing strategies, and website development.
- Assist in the implementation of marketing materials and promotional strategies affecting member enrollment, motivation, satisfaction, and retention.
- Monitor equipment areas for cleanliness, safety, and risk management. Review for cyber safety. Report any safety related deficiencies to the Senior Program Director or Executive Director immediately.
- Serve as a positive role model at all times by promoting the YMCA mission and values through the delivery and development of staff and member services.
- Communicate with supervisor regularly on status of work.
- Monitors the purchase, care, and inventory of equipment and supplies as required.
- Attend all staff meetings, training sessions and special events as required.
- Perform other job duties as requested and necessary.

### *Desired Majors*

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

### *How To Apply*

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

## **Raritan Valley YMCA**

144 Tices Lane, East Brunswick, NJ 08816

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

### *Overview of Position*

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

Under the direction and supervision of the Senior Program Director, the Health & Wellness Intern will support the YMCA staff team in health and wellness program planning and facilitation to a variety of audiences. In this role, the employee will carry out the mission of the YMCA by fostering the development of spirit, mind and body and incorporating the four core values of Caring, Honesty, Respect and Responsibility in their daily activities.

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

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

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

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

- Work closely with department staff on program planning and execution.
- Plan, teach and/or coordinate programs and events that deliver health education, parenting, and family care messages.
- Write weekly press releases, parent newsletter articles, and conduct social media campaigns.
- Develop marketing concepts, proposals, and event promotions as assigned.
- Produce a monthly wellness education program for members. Conduct and/or assist in seeing the calendar of events to fruition.
- Produce a monthly wellness education and social program for YMCA clientele. Conduct and/or assist in seeing the calendar of events to fruition.
- Attend staff, community, and YMCA Board or committee meetings to accomplish tasks.
- Design, develop and implement your own community-based family, child or adult wellness program in service to or collaboration with another agency, community or group in need, but representing the YMCA.
- Design a 12-week youth health education program that incorporates goals and pre and post testing to measure success of program conducted. Present the results of the program in a visible format.

### **Desired Majors**

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

### **How To Apply**

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



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

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

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

### **Overview of Position**

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

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

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

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

1. Multi-Platform Management:
  - Assist in managing product listings and storefronts on Amazon, Etsy, Shopify, and other e-commerce platforms.
  - Ensure consistency and optimization of product information across platforms.
2. Order Fulfillment:
  - Support the order processing workflow to ensure accurate and timely fulfillment.
  - Coordinate with logistics and warehouse teams to optimize inventory and shipping processes.
3. Customer Engagement:
  - Respond to customer inquiries and reviews on different platforms.
  - Contribute to customer engagement strategies to enhance the online shopping experience.
4. Digital Marketing Collaboration:
  - Collaborate with the marketing team to execute digital marketing initiatives on e-commerce platforms.
  - Assist in creating and scheduling content for product promotions and campaigns.
5. Analytics and Reporting:
  - Analyze e-commerce metrics, sales data, and customer behavior.

- Prepare reports on performance indicators and provide insights for optimization.
6. Competitor Analysis:
    - Conduct research on competitors within the party supply market on various platforms.
    - Identify opportunities for differentiation and improvement.
  7. Product Launch Support:
    - Assist in the launch of new products on e-commerce platforms.
    - Contribute to strategies for product visibility and promotion.
  8. Website Maintenance:
    - Contribute to the maintenance and updating of the company's e-commerce website.
    - Ensure accurate product information, pricing, and a user-friendly experience.
  9. Collaboration with Marketplace Policies:
    - Stay informed about and comply with policies and guidelines on each e-commerce platform.
    - Contribute to strategies that align with platform-specific requirements.
  10. Content Creation:
    - Assist in creating compelling product descriptions, images, and other content to drive sales.
    - Contribute to the development of marketing materials for online campaigns.

### **Desired Majors**

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

### **How To Apply**

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

## **TEAM Academy Charter School, Inc.**

60 Park Place, Suite 802 Newark, NJ 07102

**KIPP NJ- School Operations Team, In-person**, 13 open positions

### **Overview of Position**

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 13

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

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

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

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

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

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

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

### Qualifications

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

### Desired Majors

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

### How To Apply

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

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

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

**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 may 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

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

#### *Overview of Position*

As an HR intern you will be asked to perform various administrative tasks in support of the HR department. Some tasks include updating employee databases, gathering, and organizing benefits timeline for new FT employees, screening resumes, schedule interviews, post job ads, and assisting in preparing HR-related reports. Additionally, they address employee queries, distribute company policies, and participate in organizing company events. This role provides valuable direct experience in HR processes, allowing interns to gain a comprehensive understanding of HR functions and contribute to the smooth operation of the department.

#### *Responsibilities/Duties/Projects*

*Human Resources Summer Associate* duties may include the following:

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

### *Desired Majors*

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

### *How To Apply*

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

## **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 may 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)

## **The Sponsorship Concierge**

**Marketing Internship, Remote, 1 open position**

### **Overview of Position**

We are seeking a motivated and creative Marketing Intern to join our team. This internship provides an excellent opportunity to gain hands-on experience in marketing within the sponsorship industry. The ideal candidate is passionate about marketing, has a strong desire to learn, and thrives in a fast-paced environment.

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

*Marketing Internship* duties may include the following:

- Assist in the development and execution of marketing campaigns to promote our services and events, with a focus on our upcoming webinars and strategy sessions.
- Create engaging content for various digital platforms, including social media, newsletters, and the company website.
- Collaborate with the marketing team to brainstorm and implement creative ideas to increase brand awareness.
- Monitor and analyze the performance of marketing campaigns and provide insights for optimization.
- Support the coordination of events, including webinars and workshops, by assisting with logistics and promotion.
- Assist in maintaining and growing our social media presence by curating content, engaging with followers, and monitoring trends.

### **Desired Majors**

Communications, Business, Entrepreneurship & Human Resources, Arts & Design, General Studies, Social Sciences, Technologies & Technicians

### How To Apply

Send resume and transcripts to [hi@thesponsorshipconcierge.com](mailto:hi@thesponsorshipconcierge.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 may include the following:

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

### Desired Majors

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

### How To Apply

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



## Walker Brand Collective

**Crowdfunding Intern, Remote**, 2 open positions

### Overview of Position

About the Internship: In this dynamic internship, you'll be an integral part of our startup team, gaining hands-on experience in the exciting world of fundraising through online communities. You'll work alongside the founder to learn and employ campaign launches, management, and analysis

### Responsibilities/Duties/Projects

*Crowdfunding Intern* duties may include the following:

- Assist with campaign creation and optimization: Help creators craft compelling campaign narratives, identify target audiences, and develop effective outreach strategies.
- Analyze campaign data and recommend improvements: Utilize data analytics tools to track campaign performance, identify trends, and provide data-driven insights to optimize campaign strategies.
- Contribute to content creation: Generate engaging social media posts, blog articles, and other content to promote crowdfunding initiatives and educate potential backers.
- Provide administrative support: Assist with various administrative tasks, including data entry, scheduling meetings, and managing project timelines.
- Stay informed about industry trends and best practices: Actively research and learn about the latest crowdfunding trends, platforms, and regulations.
- Collaborate with team members and stakeholders: Work closely with campaign managers, marketing specialists, and other team members to achieve project goals.
- Assist with researching and identifying potential crowdfunding platforms for specific projects.
- Develop compelling campaign narratives and content, including video scripts, social media posts, and press releases.
- Conduct data analysis to track campaign performance and optimize strategies for increased engagement and funding.
- Create and manage donor outreach campaigns and communication channels.
- Support with ongoing campaign management tasks, including responding to donor inquiries and managing rewards fulfillment.
- Stay up-to-date on crowdfunding trends and best practices through research and collaboration with the team.
- Contribute to internal projects and brainstorming sessions as needed.

### Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, General Studies, Humanities & Languages, Social Sciences, Open to all Majors

## How To Apply

Apply through <https://wellfound.com/recruit/jobs/2883566>

## **Walker Brand Collective Inc**

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

### Overview of Position

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

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

### Responsibilities/Duties/Projects

*Project Management Inten* duties may include the following:

- Assist founder with planning, scheduling, and executing projects from conception to completion.
- Manage project tasks, track progress, and identify and mitigate risks.
- Coordinate with internal and external stakeholders to ensure project goals are met.
- Prepare and present project reports and documentation.
- Conduct research and analysis to support project decision-making.
- Participate in project meetings and contribute to team discussions.
- Learn and utilize project management tools and methodologies.
- Maintain a positive and professional attitude in a fast-paced environment.
- Support the implementation and monitoring of quality assurance processes to ensure project deliverables meet established standards.
- Partner with the Founder to oversee project performance and accountability to ensure that operations are running accordingly, including tracking the progress of priority projects and ensuring that deadlines are being met
- Pinpoint areas that are not meeting standards and optimize according to plan
- Manage Founder's calendar on a weekly basis by collecting all priorities and collaborating with the team to assign tasks based on availability, team's schedule, and project urgency
- Manage Founder's project tracking system and check-in on progress of to-do lists, ensuring tasks are properly assigned, tracked, and completed within designated timeframes
- Ensure information is being relayed and communicated, and that team members are completing specific tasks that contribute to the larger scope of the projects

- Assist with planning and executing successful team meetings by writing agendas, recaps, and detailed minutes of the meeting
- Monitor and respond to all priority emails, identifying tasks that need to be completed
- Compile, refine, and optimize content for key communication materials
- Actively seek opportunities to learn about project management methodologies, tools, and best practices.
- Engage in training sessions and workshops to enhance project management skills.
- Work closely with the Founder to assist with sourcing, networking, and maintaining partnerships with key business personnel, such as suppliers, investors, mentors, influencers, brands, and board members
- Assist with the planning and successful execution of fundraising initiatives to scale Chalice Premium.
- Partner with the team and Founder to explore revenue generating opportunities and successfully execute events, webinars, speaking opportunities, workshops events by creating documents and infographics to highlight the Founder's and company's credentials
- Assist with data asset management by organizing content and resources across all company's communication platforms
- Develop and maintain project documentation, including timelines, budgets, and resource plans.
- Track project progress and identify and manage risks.
- Communicate effectively with stakeholders, including team members, clients, and vendors.
- Participate in project meetings and take detailed notes.
- Administrative, project management, finance, and analytics experience are highly preferred.

### *Desired Majors*

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

### *How To Apply*

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

## **Wellcare Nurses and Staffing**

185 Central Ave Ste 501 East Orange, NJ 07018

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

## *Overview of Position*

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

## *Responsibilities/Duties/Projects*

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

Market Research and Analysis:

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

Partnership Development:

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

Client Relationship Management:

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

Sales Support:

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

Administrative Tasks:

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

## *Desired Majors*

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

## *How To Apply*

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

## **YMCA of the Pines**

1303 Stokes Road, Medford, NJ 08055

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

### **Overview of Position**

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

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

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

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

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

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

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

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

### **Desired Majors**

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

### **How To Apply**

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