



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities by Major
Health Professions

Bozoglu LLC / DBA: Rose Pharmacy

57 NJ 23, Wayne NJ 07477

Pharmacist, In-person, 2 open positions

Overview of Position

Looking for someone who wants to work on private pharmacy business. Pharmacy school student is a must. Helping pharmacist on prescriptions and filling the prescriptions.

Responsibilities/Duties/Projects

Pharmacist duties may include the following:

- Helping pharmacist
- Filling medications
- Answering phones
- Ring up the items on register
- Calling insurances and doctor offices

Desired Majors

Health Professions

How To Apply

Send resume and transcripts to rose@pharmacyrose.com

Community Foodbank of New Jersey

31 Evans Terminal Road Hillside, NJ 07205

CFBNJ Nutrition Education Summer Intern, In-person, 2 open positions

Overview of Position

Interns will be responsible to working with CFBNJ employees in various areas. These internships offer valuable hands-on experience around our mission via job shadowing, teaching classes, conducting analysis and supporting program execution in the following areas:

- Public Health Education and Nutrition

This will be an opportunity to connect with the community on health education issues.

Responsibilities/Duties/Projects

CFBNJ Nutrition Education Summer Intern duties may include the following:

- Engage with Nutrition Educators and learn how to ensure healthy meal choices for clients
- Organizing database of information to ensure proper flow within the department.

- Provide support to the Senior Nutrition Educators to better understand SNAP-Ed programming and opportunities for client expansion.
- Review hiring data to assess how the team can attract new educators.

Desired Majors

Health Professions, Life Science, Math & Physical Sciences, Social Sciences

How To Apply

Apply through <https://cfbnj.org/careers>

Crossroads4Hope

3 Crossroads Drive Bedminster, NJ 07921

Community Health Intern, In-person, 5 open positions

Overview of Position

The Community Health Intern will support our NJ Outreach Coordinators as they deliver public health educational programs about cancer awareness, prevention, and screening to meet the specific needs of the individuals in Bergen, Essex, Passaic, Union, Middlesex, Mercer, and Ocean Counties. Our vision has always included training the next generation of social work and public health professionals to supplement and expand our efforts as we are rolling out the Health Champion Workshop in vulnerable communities across NJ.

Responsibilities/Duties/Projects

Community Health Intern duties may include the following:

- Develop and provide culturally appropriate health education workshops on topics related to oncology, and cancer prevention.
- Develop educational materials as toolkits to accompany presentations for people across the cancer continuum.
- Data collection, analytics and evaluation to help inform internal policies, program and future grant funding.
- Ensure cultural competence among staff, contractors, providers and stakeholders by either providing these trainings or coordinating with partners to deliver.
- Provide informal counseling/advocacy for patients to empower community members to engage with their healthcare providers.
- Navigation and referral to appropriate screenings and community-based resources, addressing health disparities and bridging gaps in care.
- Provide interpretation and translation services, as needed.

- Attend county/state/region health coalitions to raise awareness about the organization and to network with trusted & recognizable professionals in support of the organization's larger outreach initiative.

Qualifications

- Strong analytical skills – experience with evaluating information and recommending action.
- Excellent communication skills to effectively exchange information with others.
- Ability to perform and prioritize multiple tasks with excellent attention to detail.
- Ability to handle confidential information with discretion.
- Spanish Speaker, preferred

Desired Majors

Health Professions, Life Science

How To Apply

Send resume, cover letter, and transcripts to kschaible@crossroads4hope.org

Elite Spine and Sports Care of Fort Lee

1622 Parker Avenue STE 2B Fort Lee, NJ 07024

Physical Therapy, In-person, 1 open position

Overview of Position

Physical therapy aides are members of physical therapy support teams. Working under the direct supervision of licensed physical therapists and licensed physical therapy assistants, physical therapy aides perform non-patient related activities such as secretarial, clerical, and housekeeping tasks. Additionally, aides may act as an extra set of hands for the physical therapist or physical therapist assistant who is actually providing the treatment.

Responsibilities/Duties/Projects

Physical Therapy duties may include the following:

- Prepares treatment room for patient by following prescribed procedures and protocols.
- Prepares patients for physical therapy treatment by welcoming, comforting, providing and/or assisting patient into physical therapy apparel or apertures.
- Provides information to patients by answering questions and requests; allaying fears.
- Helps treat patients by applying heat packs; paraffin dips; assisting patients into whirlpool; helping patients onto exercise equipment, monitoring motion; tracking walking time and distance; measuring mobility; performing prescribed exercises and strengthening techniques.

- Educates patients by demonstrating proper use of equipment and exercise routines.
- Maintains patient confidence and protects operations by keeping information confidential.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Provides equipment and supplies by sterilizing and delivering equipment and supplies to treatment area; positioning equipment for therapist access; positioning patient on equipment.
- Ensures operation of physical therapy equipment by completing preventive maintenance requirements; following manufacturer's instruction; troubleshooting malfunctions; calling for repairs.
- Maintains physical therapy supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances physical therapy department and organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Desired Majors

Health Professions

How To Apply

Send resume to **E-mail**

S Badger Empowerment and Consulting Services, LLC

142 Lafayette Street, Newark, NJ 07105

Therapist and Community Outreach Specialist, In-person, 2 open positions

Overview of Position

Intern will learn individual, family and group therapy. Intern will also assist with community workshops.

Responsibilities/Duties/Projects

Therapist and Community Outreach Specialist duties may include the following:

Intern will learn individual, family and group therapy. Intern will also assist with community workshops.

Desired Majors

Health Professions

How To Apply

Send resume, cover letter, and transcripts to sbadger@sbempowerment.org

Sis and Bro Initiative

Youth Advocate, In-person, 1 open position

Overview of Position

Sis and Bro Initiative is seeking a passionate and empathetic Undergraduate Youth Advocate Intern to join our team. This internship offers a unique opportunity for individuals interested in mental health advocacy to work closely with youth, providing support and promoting mental health awareness.

Responsibilities/Duties/Projects

Youth Advocate duties may include the following:

Sis and Bro Initiative is seeking a passionate and empathetic Undergraduate Youth Advocate Intern to join our team. This internship offers a unique opportunity for individuals interested in mental health advocacy to work closely with youth, providing support and promoting mental health awareness.

Desired Majors

Health Professions

How To Apply

Send resume and cover letter to sisandbrotogether@gmail.com

Thrivio Health

Clinical Software Development Intern, Hybrid, 1 open position

Overview of Position

The Clinical Software Development Intern focuses on creating and optimizing software applications used in clinical settings. This role involves coding, testing, debugging, and updating software that healthcare professionals use for patient data management, diagnostics, treatment

planning, and other clinical purposes. The intern collaborates with a team of developers, clinicians, and other stakeholders to ensure that the software is user-friendly, efficient, and compliant with healthcare regulations.

Responsibilities/Duties/Projects

Clinical Software Development Intern duties may include the following:

- **Software Development:** Writing and updating code for clinical applications, using programming languages such as Java, Python, C#, or similar, depending on the project needs.
- **Testing and Debugging:** Conducting thorough testing of software applications to identify and fix bugs, ensuring the reliability and stability of the software.
- **Requirements Gathering:** Collaborating with healthcare professionals to understand clinical needs and software requirements, ensuring the end product aligns with user expectations.
- **Documentation:** Creating and maintaining comprehensive documentation for software code, development processes, and user manuals.
- **Compliance and Security:** Ensuring software complies with healthcare regulations like HIPAA (Health Insurance Portability and Accountability Act) and adheres to data security standards.
- **Collaboration:** Working closely with cross-functional teams, including UX designers, data analysts, and project managers, to integrate software with other digital health solutions.
- **Software Optimization:** Identifying opportunities for software improvement, including enhancing performance, user interface, and functionality.
- **Research and Development:** Staying informed about the latest technological advancements in healthcare IT and incorporating these insights into development projects.

Projects:

- **Development of a Diagnostic Tool:** Creating a software tool that assists healthcare professionals in diagnosing diseases based on patient data and medical algorithms.
- **EHR Integration Project:** Working on integrating Electronic Health Records (EHR) systems with other clinical software to streamline patient data management.
- **Telemedicine Platform Enhancement:** Contributing to the development or improvement of a telemedicine platform, focusing on features like video consultation, appointment scheduling, or secure messaging.
- **Mobile Health Application Development:** Participating in the development of a mobile application for patient monitoring, medication adherence, or health tracking.
- **Data Analytics Integration:** Implementing data analytics features in clinical software to provide insights into patient outcomes, treatment efficacy, or clinical workflows.

- Patient Portal Development: Assisting in creating or improving patient portals that allow patients to access their health records, communicate with healthcare providers, and manage appointments.

Desired Majors

Health Professions, Computer Science, Information Systems & Technology

How To Apply

Send resume and cover letter to Thriviohealth@gmail.com

Thrivio Health

Digital Health Strategy Intern, Hybrid, 1 open position

Overview of Position

The Digital Health Strategy Intern is responsible for assisting in the development and execution of strategies that drive innovation and growth in digital health services and products. This role involves market research, analysis of health technologies, collaboration with cross-functional teams, and contribution to strategic planning processes. The intern works under the guidance of senior strategists and is involved in both the conceptual and practical aspects of strategic planning in the digital health domain.

Responsibilities/Duties/Projects

Digital Health Strategy Intern duties may include the following:

- Market Research and Analysis: Conducting comprehensive research on digital health market trends, competitor analysis, and emerging technologies in the healthcare sector.
- Strategic Planning Support: Assisting in the development and refinement of the company's digital health strategy, including identifying new opportunities for growth and innovation.
- Data Analysis and Reporting: Analyzing data related to digital health initiatives, such as user engagement metrics, market data, and financial performance, and preparing reports for internal stakeholders.
- Collaboration with Teams: Working closely with various departments, such as product development, marketing, and IT, to ensure alignment of the digital health strategy with overall business objectives.
- Project Management Assistance: Helping to manage and coordinate digital health projects, ensuring they are executed on time and align with strategic objectives.
- Stakeholder Engagement: Assisting in communicating strategy and project updates to internal and external stakeholders, including preparing presentations and documents.
- Innovation Workshops and Brainstorming Sessions: Participating in workshops and brainstorming sessions to generate new ideas and approaches for digital health initiatives.

- **Regulatory and Compliance Awareness:** Understanding the regulatory environment and compliance requirements related to digital health, including data privacy and security standards.

Projects:

- **Digital Health Innovation Project:** Working on a project aimed at introducing a new digital health service or product, from concept development to initial market analysis.
- **User Engagement Strategy Development:** Assisting in creating strategies to increase user engagement for existing digital health platforms, such as telehealth services or health apps.
- **Partnership Strategy Project:** Contributing to the development of a strategy for forming partnerships with other companies, healthcare institutions, or technology providers in the digital health space.
- **Digital Transformation Initiative:** Participating in a project focused on digital transformation within the company, such as implementing new digital tools or processes for improved efficiency.
- **Market Entry Strategy for a New Product:** Assisting in the development of a market entry strategy for a new digital health product, including target market analysis and positioning.

Desired Majors

Health Professions, Computer Science, Information Systems & Technology

How To Apply

Send resume and cover letter to Thriviohealth@gmail.com

Thrivio Health

Digital Health Technology Intern, Hybrid, 1 open position

Overview of Position

A Digital Health Technology Intern is involved in the development, implementation, and optimization of technology solutions in the digital health space. This role is crucial in supporting the creation and enhancement of tools like telehealth platforms, health apps, electronic health records (EHR), and wearable health devices. The intern collaborates with various teams to ensure these technologies meet user needs and comply with healthcare standards.

Responsibilities/Duties/Projects

Digital Health Technology Intern duties may include the following:

- **Technology Development:** Assisting in the development of digital health applications and systems.
- **Software Testing:** Conducting software testing to ensure functionality and reliability.

- **Data Analysis:** Analyzing data from digital health tools to improve features and user experience.
- **Technical Support:** Providing technical support for digital health systems to both internal teams and external users.
- **Research:** Researching emerging technologies and trends in the digital health field.
- **Documentation:** Preparing and updating technical documentation for digital health projects.
- **Collaboration:** Working with cross-functional teams, including software developers, healthcare professionals, and project managers.
- **Project Management Support:** Assisting in the management and coordination of digital health projects.

Projects:

- **Telehealth Platform Development:** Contributing to the development or improvement of a telehealth platform, enhancing features like video conferencing, scheduling, and patient data management.
- **Mobile Health App Development:** Assisting in building mobile applications for health monitoring, wellness tracking, or patient education.
- **Integration of Wearable Devices:** Working on projects that integrate data from wearable health devices into health applications or EHR systems.
- **Patient Data Analytics Platform:** Helping to develop or enhance platforms for analyzing patient data, aimed at improving healthcare delivery and outcomes.
- **EHR Enhancement:** Participating in projects to improve the functionality and user experience of Electronic Health Records systems.
- **Cybersecurity Initiatives:** Assisting in enhancing the security of digital health tools to protect sensitive health data.

Desired Majors

Health Professions, Computer Science, Information Systems & Technology

How To Apply

Send resume and cover letter to Thriviohealth@gmail.com

Thrivio Health

Mobile Health App Developer Intern, Hybrid, 1 open position

Overview of Position

A Mobile Health App Developer Intern is engaged in the design, development, and maintenance of mobile health (mHealth) applications. This role involves working on projects that create and enhance mobile applications for health monitoring, patient engagement, telemedicine, and

wellness. The intern collaborates with a team of developers, healthcare professionals, and designers to ensure these apps are user-friendly, effective, and compliant with healthcare standards and regulations.

Responsibilities/Duties/Projects

Mobile Health App Developer Intern duties may include the following:

- **App Development:** Assisting in coding and developing features for mobile health applications.
- **Testing and Debugging:** Conducting tests to identify and fix bugs in mobile apps to ensure smooth functionality.
- **User Interface (UI) Design:** Working on the design and layout of the app to enhance user experience.
- **Data Integration:** Integrating app functionalities with backend systems and ensuring secure data handling.
- **Research:** Staying informed about the latest trends and best practices in mobile health technology.
- **Technical Documentation:** Creating and maintaining documentation for app development processes and user guidelines.
- **Collaboration:** Collaborating with cross-functional teams, including UI/UX designers, health experts, and project managers.
- **Feedback Implementation:** Incorporating user and stakeholder feedback into app development.

Projects:

- **Telemedicine App Development:** Contributing to the creation or enhancement of a telemedicine app, focusing on features like virtual consultations, appointment scheduling, and messaging.
- **Wellness Tracking App:** Assisting in building a wellness app that tracks fitness, nutrition, mental health, or other wellness parameters.
- **Patient Engagement App:** Working on a patient engagement app that facilitates medication adherence, health education, and patient-provider communication.
- **Remote Monitoring App:** Developing an app for remote patient monitoring, integrating data from wearable devices or home monitoring equipment.
- **Health Gamification Project:** Creating gamified elements in health apps to motivate and engage users in healthy behaviors.
- **Accessibility Improvements:** Focusing on making mobile health apps more accessible to users with different abilities.

Desired Majors

Health Professions, Computer Science, Information Systems & Technology

How To Apply

Send resume and cover letter to Thriviohealth@gmail.com

Branch Brook Park Alliance

115 Clifton Ave, Suite 300, Newark, NJ 07104

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

Overview of Position

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

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>

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 and cover letter to interns@circlesteamlab.org or apply through www.circlesteamlab.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

Dr Stephen Oreski & Associates

15 Farview Terr, Unit 1

Marketing Internship, In-person, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Marketing Internship duties may include the following:

- Assist in creating and scheduling social media content across various platforms.
- Conduct market research to identify industry trends, competitors, and potential opportunities.

- Help in content creation, including blog posts, infographics, and video content.
- Assist in the planning and execution of marketing campaigns and events.
- Monitor and report on the performance of marketing initiatives using analytics tools.
- Collaborate with the design team to create visually appealing marketing materials.
- Support the development and maintenance of marketing databases.
- Provide general administrative support to the marketing department.

Desired Majors

Communications, Health Professions

How To Apply

Send resume and cover letter to steve@bergencountytherapist.com

Dr Stephen Oreski & Associates

15 Farview Terr, Unit 1

Business Administration intern, In-person, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Business Administration intern duties may include the following:

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

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to steve@bergencountytherapist.com

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

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

Graham Behavior Services

60 NJ 36 West Long Branch, NJ

HR intern, In-person, 3 open positions

Overview of Position

The intern will assist Graham Behavior Services in helping clients with autism reach success and independence. The intern will help support clients by helping with setting up interviews for new

hires along with onboarding meetings, and working directly with admin staff to organize educational resources and complete data entry.

Responsibilities/Duties/Projects

HR intern duties may include the following:

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

Desired Majors

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

How To Apply

Send resume and transcripts to hr@grahambehavior.com

iEvolve Experience

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

Social Service Coordinator, Hybrid, 2-3 open positions

Overview of Position

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

Responsibilities/Duties/Projects

Social Service Coordinator duties may include the following:

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

- Company will train intern

Desired Majors

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

How To Apply

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

Indegene Inc

150 College Rd W Suite 104 Princeton NJ 08540

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

Overview of Position

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

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

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

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

- The intern will learn the basics of Scientific Communication and Medical Affairs activities through hands-on experience.
- Contribute to ongoing internal communication channels by maintaining and updating materials, etc.

- Attend key meetings to better understand team responsibilities, publications, content development and workflows.
- Assist the Scientific Communications or Review Services team in their day-to-day functions.

Learning Goals:

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

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

Responsibilities/Duties/Projects

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

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

Qualifications

- Must be authorized to work in the US on a permanent basis.

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

Desired Majors

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

How To Apply

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

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>

Joint Meeting of Essex & Union Counties

500 S 1st St, Elizabeth, NJ 07202

Assistant Project Coordinator and Administration Internship, In-person, 1 open position

Overview of Position

Assists the full-time Project Assistant in coordinating tasks related to the JMEUC's capital construction program. Interns will assist the Project Assistant with contracts and learn how they should be monitored. Additionally, interns will assist and learn how to review change orders for accuracy as well as informing other Joint Meeting Officers of various project details. This position is a great opportunity for someone to learn the functions of a wastewater treatment facility at a macro-level, having a hand in the many administrative functions that are essential to this important process.

Responsibilities/Duties/Projects

Assistant Project Coordinator and Administration Internship duties may include the following:

- Monitor contractors to ensure that they are performing in accordance with the contract requirements with respect to the correct minimum number of workers and minimum wage law requirements.
- Examine all payment requests submitted by contractors as assigned by the Assistant.
- Review for accuracy all change orders as requested by the Project Coordinator and Project Assistant.
- Maintain accurate records with respect to each project undertaken by the Joint Meeting.
- Update and assist the Project Assistant who will make presentations to various Joint Meeting Officers regarding the status of pending Joint Meeting projects.
- Assist other Joint Meeting Employees with projects on an as needed basis as assigned by the Project Assistant.
- Report all problems to the project coordinator and assistant immediately.
- Comply with all safety procedures within the unit at all times.
- Comply with all agency policies, procedures and rules, written or otherwise, at all times.
- Perform all other duties as assigned and/or required.
- Coordinate with the Project Assistant and safety officer and ensure safety procedures within the unit at all times.

Desired Majors

Engineering, Health Professions, Life Science, Math & Physical Sciences, Technologies & Technicians

How To Apply

Send resume and cover letter to **director of HR at "rbarry@jmeuc.com"** or apply through **"jmeuc.com"**

La Casa de Don Pedro

221 Broad Street, Newark, NJ 07104

ECED Summer internship 2024, Hybrid, 40 open positions

Overview of Position

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

Responsibilities/Duties/Projects

ECED Summer internship 2024 duties may include the following:

- Attend orientation

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

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to mmorales@lacasanwk.org

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

Ramapo College of New jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

Teen Social and Emotional Learning Internship, In-person, 1 open position

Overview of Position

The Upward Bound Math Science Program at Ramapo College of New Jersey seeks a Social and Emotional Learning (SEL) Intern. Under the supervision of the Residential Director and the Director of the Upward Bound Math Science (UBMS) Program, the SEL Intern will support the

UBMS participants, who are first generation, low-income high school students, by developing programming that addresses participant social and emotional health with the goal of meeting their academic and career development needs while they participate in this college preparatory program. The intern will learn to assess participant social/emotional and academic needs and implement a multi-tiered system of support, including: 1) core classroom/large group intervention, 2) targeted small group intervention, and 3) intensive individual intervention to assess participant social and emotional needs and to provide coping skills in the management of emotional awareness and emotional regulation. A bachelor's in social work or related field and enrollment in a Master's in Social Work Program for the Fall 2024, as well as strong interpersonal skills are required.

Time Commitment:

- 12.5 hours per week for 4 weeks, June 3- June 28 in preparation for the Summer Program
- 25 hours per week during the 6-week residential program (June 30 – August 9)

Responsibilities/Duties/Projects

Teen Social and Emotional Learning Internship duties may include the following:

Assessment of Participant Needs:

- Assess UBMS participant Social and Emotional needs by performing brief screenings using the ACEs-Q, the Connor-Davidson Resilience Scale (CD-RISC-10), the emotional awareness questionnaire, and the emotional regulation questionnaire, reviewing assigned journal entries, performing group/individual discussions, and reviewing the summer behavior log
- Assess UBMS participant academic needs by reviewing school report cards, summer program progress reports, Accuplacer test scores, and SAT practice scores

Multi-Tiered System of Support:

- Develop and implement classroom/large group intervention: brain breaks to build community and relationships and activities for social emotional learning
- Develop and implement targeted small group intervention: RULER activities
- Develop and implement intensive individual intervention (caseload of 5-6): case management, supportive counseling to those in need of more 1-on-1 attention

Record Keeping:

- Maintain detailed records of assessments for each participant
- Maintain detailed notes of small and large group intervention strategies and process recordings of individual sessions.

Desired Majors

Social Sciences, Health Professions

How To Apply

Send resume and cover letter to Sandra Suarez at ssuarez@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>

S Badger Empowerment and Consulting Services, LLC

142 Lafayette Street, , Newark, NJ 07105

Child Therapists and Community Outreach Specialist, Hybrid, 2 open positions

Overview of Position

Youth Therapist and Community Outreach Specialist:

- Conduct therapy sessions alongside therapist to youth , 1-17 years old weekly.
- Co-facilitate workshops regarding emotional intelligence, self-care, self-love, goal setting, child development, bullying and healthy relationships at the private practice and in a variety of locations throughout Essex County.
- Develops positive and professional relationships with children, parents and families through interactions during therapy and events such as; focus groups, and family therapy sessions.
- Assists with special events focused on Emotional Intelligence Groups, and Healthy Relationship.
- Serves as a role model for youth and establishes meaningful relationships that will encourage and motivate youth and family participation.

Communication:

- Uses effective communication and maintains a professional tone in written and verbal communication consistently with staff members, volunteers, parents and all community stakeholders
- Communicates all pertinent program information with supervisor
- Responds to all forms of communication in a timely manner

Professionalism:

- Builds rapport with private practice team, clients and families
- Demonstrates flexibility
- Maintains a cooperative and healthy work environment
- Performs as a positive role model for youth and peers
- Completes assigned tasks and performs responsibilities in a timely manner (i.e. Educating, Outreach, and clerical)
- Assists with special events such as Emotion Intelligence Groups, Healthy Relationship Academy, Fundraisers, or other events
- Attend staff meetings, trainings, and community events.

Problem Solving:

- Demonstrates effective problem solving methods
- Ensures children are recognized with positive reinforcement

Job Type: Internship

Required education:

- High school or equivalent
- Bachelors Degree preferred

Required experience:

- College : 1 year

Responsibilities/Duties/Projects

Child Therapists and Community Outreach Specialist duties may include the following:

Youth Therapist and Community Outreach Specialist:

- Conduct therapy sessions alongside therapist to youth , 1-17 years old weekly.
- Co-facilitate workshops regarding emotional intelligence, self-care, self-love, goal setting, child development, bullying and healthy relationships at the private practice and in a variety of locations throughout Essex County.
- Develops positive and professional relationships with children, parents and families through interactions during therapy and events such as; focus groups, and family therapy sessions.

- Assists with special events focused on Emotional Intelligence Groups, and Healthy Relationship.
- Serves as a role model for youth and establishes meaningful relationships that will encourage and motivate youth and family participation.
- Communication:
- Uses effective communication and maintains a professional tone in written and verbal communication consistently with staff members, volunteers, parents and all community stakeholders
- Communicates all pertinent program information with supervisor
- Responds to all forms of communication in a timely manner

Qualifications

- Currently enrolled in Child and Adolescent Studies, Early Childhood Education, Social Work, Human Services, Psychology, Sociology or other related program
- Childcare and educational experience a plus
- Must be at least 18 years of age to work with elementary/preschool aged youth
- Must be at least 21 years of age to work with junior high/high school youth Knowledge, Skills, & Abilities
- Ability to uphold organization's mission and values
- Basic knowledge of group dynamics, child and youth development
- Ability to effectively use written, verbal, and non-verbal communication
- Ability to develop positive relationships and set appropriate boundaries
- Awareness of conflict resolution and behavioral management
- Ability to adapt and be flexible
- Ability to manage priorities and tasks including effective time management
- Ability to recognize potential issues and apply problem solving as needed
- Must be able to collaborate effectively

Desired Majors

Arts & Design, Health Professions, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to sbadger@sbempowerment.org

Sis and Bro Initiative

Administrative Assistant Intern, Hybrid, 1 open position

Overview of Position

Sis and Bro Initiative is seeking a detail-oriented and motivated Undergraduate Administrative Assistant Intern to join our team. This internship provides a unique opportunity for individuals

interested in mental health advocacy to gain hands-on experience in nonprofit administration while contributing to the smooth functioning of our organization.

Responsibilities/Duties/Projects

Administrative Assistant Intern duties may include the following:

Responsibilities:

Office Support:

- Assist in day-to-day administrative tasks, including filing, data entry, and maintaining organized records.
- Provide general office support to ensure efficient operations.

Communication:

- Draft and edit correspondence, emails, and other written materials as needed.
- Assist in managing phone calls, inquiries, and other communications.

Event Coordination:

- Support the planning and execution of events, workshops, and meetings related to mental health advocacy.
- Assist in coordinating logistics, preparing materials, and providing on-site support during events.

Database Management:

- Maintain and update databases, ensuring accurate and current information.
- Assist in data entry and management for various programs and initiatives.

Desired Majors

Business, Entrepreneurship & Human Resources, Health Professions

How To Apply

Send resume to sisandbrootgether@gmail.com

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

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@acbhc.org

Thrivio Health

User Experience (UX/UI) Design Intern, Hybrid, 1 open position

Overview of Position

A User Experience (UX) Design Intern position in a digital health solutions business typically involves the following responsibilities and opportunities:

Research and Analysis: Conducting user research to understand the needs, behaviors, and motivations of the target audience. This includes creating surveys, conducting interviews, and analyzing user feedback to gain insights into user requirements.

Design and Prototyping: Assisting in the design of user interfaces for digital health applications. This involves creating wireframes, mockups, and interactive prototypes to visualize the design solutions.

Usability Testing: Participating in usability testing sessions to evaluate the effectiveness of designs. This includes observing user interactions, collecting data on user performance, and identifying areas for improvement.

Collaboration with Cross-Functional Teams: Working closely with developers, product managers, and other stakeholders to ensure that the UX design aligns with technical constraints and business objectives.

Learning and Development: Gaining exposure to the latest UX design tools and methodologies. This could include workshops, training sessions, and mentorship opportunities to develop design skills and knowledge.

Feedback and Iteration: Incorporating feedback from various stakeholders into the design process, and iterating on designs to enhance user satisfaction and accessibility.

Documentation and Presentation: Documenting design processes and decisions, and presenting designs to team members and stakeholders to gather feedback and buy-in.

Keeping Up with Trends: Staying updated with the latest trends in UX design, particularly as they pertain to digital health, to ensure that the designs are modern, user-friendly, and effective.

Responsibilities/Duties/Projects

User Experience (UX/UI) Design Intern duties may include the following:

- **User Research:** Conducting research to understand user needs and behaviors. This may involve preparing and conducting interviews, surveys, or focus groups to gather qualitative and quantitative data.
- **User Personas and Journey Mapping:** Creating user personas and mapping user journeys to illustrate the various ways users interact with the digital health product.
- **Design Prototyping:** Developing wireframes, mockups, and interactive prototypes to showcase design concepts. Utilizing design software like Sketch, Adobe XD, or Figma for this purpose.
- **Usability Testing:** Planning and executing usability tests to gather feedback on prototypes or existing products. Analyzing results to identify pain points and areas for improvement.
- **Collaborative Work:** Collaborating with cross-functional teams, including developers, product managers, and other designers, to ensure design feasibility and alignment with business goals.

- Design Documentation: Documenting design processes, decisions, and user feedback to maintain a clear record of the evolution of the project.
- Feedback Implementation: Iteratively improving designs based on user feedback and stakeholder input.
- Accessibility and Compliance: Ensuring that designs comply with relevant health regulations and accessibility standards.
- Learning and Keeping Updated: Actively learning about new trends and tools in UX design and digital health, participating in workshops and training sessions.
- Projects:
 - Redesigning a Health App Interface: Improving the user interface of an existing health app, focusing on enhancing user engagement and simplification of complex features.
 - Developing a New Feature: Working on the design of a new feature or module within a digital health platform, such as a symptom checker or appointment booking system.
 - Patient Experience Improvement Project: Creating a project focused on improving patient experience through better design - could involve a deep dive into a specific aspect of the user journey.
 - Data Visualization Challenge: Developing visualizations for complex health data to make it easily understandable for both healthcare professionals and patients.
 - Mobile-First Design Project: Focusing on creating or improving the mobile user experience of a digital health application.
 - Design System Contribution: Helping in building or maintaining a design system for consistent user experiences across various products or services.

Desired Majors

Computer Science, Information Systems & Technology, Health Professions

How To Apply

Send resume and cover letter to Thriviohealth@gmail.com

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