



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
Humanities & Languages

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/>

Absecon Capital

3101 Revere Blvd, Brigantine, NJ 08201

Marketing Internship, Hybrid, 5 open positions

Overview of Position

Absecon Capital, Inc. is a hospitality management and ownership group. Founded by a collection of professionally diverse visionaries, the Absecon Capital family of brands are disrupting and redefining the coffee and casual dining segments of the U.S. food and beverage market.

Our portfolio isn't a collection of acquired brands, but a magnum opus of original and scalable concepts we've hand built. Each concept emanates from our core values of relentless craftsmanship and an unyielding mission to provide products and experiences that are unrivaled in quality and freshness.

The cornerstone of Absecon Capital is our team—seasoned professionals whose expertise are matched only by our passion. Stellar stewardship allows us to maintain exceptional quality and execution even as we ambitiously expand our operations. At Absecon Capital, operational excellence is not just a Power Point buzz word, it's our battle cry.

Join us on this exhilarating journey as we set new precedents in disruptive hospitality.

We view the internship program as a mutually beneficial opportunity designed to equip students with real world experience, while learning from industry leaders in their functional area of choice. Our goal is that an internship at Absecon Capital will enable you to build your network as an early career professional, provide you with opportunities to work with startup founders and owners, and allow you to lead your own projects.

Working with a start up provides you with a unique opportunity to get in on the ground floor of a fast growing company. Return offers may be offered to soon-to-be-graduates.

Responsibilities/Duties/Projects

Marketing Internship duties may include the following:

- Learn about Absecon Capital, our corporate structure, and business strategies

- Think broadly about our data usage and suggest creative ways to analyze it
- Handle, manipulate, and analyze user data for market segments analysis, product development, and business expansions
- Create daily social media, newsletter, and other marketing content
- Research trending products, music, and talent for content
- Develop marketing strategies to increase reach and engagement

Qualifications

- Academic major of Business, Sales, Marketing, or another related area
- GPA of 3.0 or greater
- Currently enrolled as a full-time student at an accredited college or university. Rising Seniors or rising Juniors preferred
- Candidates should have an understanding of sales and marketing concepts and principles
- Desktop software skills, particularly knowledge and use of Excel, Word, Google Drive, PowerPoint, Email. Social media skills on Instagram, Facebook, Twitter, TikTok, Google Ads.
- Strong communication skills
- Self-starter with the ability to coordinate and prioritize various assignments
- Ability to research and analyze user information, enjoying a heavy data and analysis component to your work
- Ability to interact as a team player
- Ability to complete assignments responsibly and function independently
- Be curious and ask questions

Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources, Humanities & Languages, Social Sciences

How To Apply

Fill out the following form: <https://forms.gle/GV7LLepNgcgvgKbA9>

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

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.

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

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

Overview of Position

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

Responsibilities/Duties/Projects

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

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

What You Will Learn:

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

Qualifications

- Manipulate and edit video pieces in a way that stimulates and engages the audience
- Meet weekly with production team to discuss project needs and specifications
- Review shooting script and raw material to create content for worship services and activities promotions
- Input music, dialogues, graphics and effects
- Create rough and final cuts
- Consult daily with Directors from production to post-production process

- Continuously discover and implement new editing technologies and industry's best practices
- Must have strong verbal and written communication skills
- Must be a self-starter and self-motivated; open to constructive criticism and feedback
- Must be a team player and flourish in a fast-paced, deadline-oriented environment
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments

Desired Majors

Communications, Technologies & Technicians, Humanities & Languages

How To Apply

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

Christ Church USA

140 Green Pond Road, Rockaway, NJ 07866

Media Production Intern, Hybrid, 1 open position

Overview of Position

As the Media Production Intern, you will be working with the Media Department assisting in production team development and support as well as recording, producing, creating, and assessing production projects.

Responsibilities/Duties/Projects

Media Production Intern duties may include the following:

- Assist in producing live production technology services to events in a fast-paced environment.
- Equip and maintain media team leadership, create goals, lead devotionals, and other relationship building aspects of team development.
- Develop regular team connection events (i.e. virtual gatherings, socials, etc.) and opportunities for media crew members to grow together and develop in their gifts and as a team.
- Assist with media process and procedures on planning efficient projects and high outcomes.
- Assist with troubleshooting various audio and video issues.
- Full production application and operation of media output in these various areas of post-production, camera operating, and audio engineering.
- Consult regularly with Associate Media Director regarding media team related issues

- Convert CD, file, burn and assemble CD masters and album and update logos through graphic design.

What You Will Learn:

- Elements of developing a healthy functioning team atmosphere in a media setting
- Applicable leadership skills to apply in media production
- Firsthand experience in complete production process from conception to completion
- All roles in media, as well as how they relate with and function together

Qualifications

- Creative and scheduling flexibility is a must.
- Proficiency (or willingness to develop proficiency): Microsoft Office, ProPresenter 7, Planning Center Online, Trello
- Adobe Creative Suite; not required but a plus.
- Production, Digital transfers, and Audio capabilities.
- Must have strong verbal and written communication skills.
- Willingness to develop leadership and time management skills
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

Desired Majors

Communications, Business, Entrepreneurship & Human Resources, Humanities & Languages

How To Apply

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

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, Technologies & Technicians, Open to all Majors, Agriculture, Food & Horticulture, Business, Entrepreneurship & Human Resources, Civics & Government, Humanities & Languages, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to interns@circlesteamlab.org or apply through www.circlesteamlab.org

DSimone Artistry Salon & Spa

129 Broadway Elmwood Park NJ 07407

Business Management Intern, In-person, 2 open positions

Overview of Position

DSimone Artistry Salon & Spa is a Textured Focused Salon located in Elmwood Park, NJ. We specialize in providing exceptional hair and skin services to our clients, creating a relaxing and luxurious experience. As part of our commitment to nurturing talent and fostering growth, we are offering an internship opportunity for individuals interested in gaining hands-on experience in the business side of the salon industry.

As a Salon Business Intern, you will work closely with our salon management team to gain insights into the day-to-day operations of a thriving beauty business. This internship is designed to provide exposure to various aspects of salon management, customer service, marketing, and administrative tasks.

Responsibilities/Duties/Projects

Business Management Intern duties may include the following:

Assist with Administrative Tasks:

- Provide support in managing appointment schedules, client records, and other administrative duties.

- Help maintain a clean and organized salon environment.

Customer Service:

- Interact with clients to ensure a positive and welcoming experience.
- Assist in addressing client inquiries, feedback, and concerns.

Marketing and Promotions:

- Contribute to social media initiatives, including content creation and scheduling posts.
- Assist in the development and implementation of promotional events and marketing campaigns.

Inventory Management:

- Work with the team to monitor and manage salon inventory, including beauty products and supplies.

Observation and Learning:

- Shadow and learn from experienced salon professionals, gaining insights into industry best practices.
- Attend team meetings and training sessions to enhance knowledge of salon operations.

Business Development:

- Contribute ideas for business growth and improvement.
- Assist in researching market trends and competitor analysis.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Humanities & Languages, Manufacturing, Production, and Skilled Trades, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to hello@dsimoneartistry.com

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

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, Natural Resources, Sustainability & Environmental Science

How To Apply

Send resume and cover letter to 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

Giddings Consulting Group, LLC.

108 Watchung Avenue, Plainfield, NJ 07060

Summer Associate, Hybrid, 3 open positions

Overview of Position

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

Responsibilities/Duties/Projects

Summer Associate duties may include the following:

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

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to principal@giddingsconsulting.com

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

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

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

Overview of Position

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

The internship takes the form of experiential learning - learning through experiencing. The intern will be required to complete Museum training and short learning webinars (Will discuss). One week prior to the end of the internship, the student will be required to submit a written reflection on what they learned and their personal experience.

Responsibilities/Duties/Projects

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

- Design exhibit displays and artifact labels consistent with ADA compliance.
- Create QR codes and corresponding web pages that highlight artifacts
- Research, plan, and design professional social media content to promote the museum on multiple social media accounts.
- Develop and edit professional video content for social media.
- Develop a successful social media marketing strategy, including creating a plan, developing content, and managing the Museum's social media accounts.
- Understand and exhibit best practices in handling and photographing historical material and artifacts.
- Become knowledgeable of the Museum's collection and history, and share this knowledge with visitors.
- Greet visitors, answer questions, and provide tours of the museum.
- Collaborate in welcoming and assisting visitors at the Museum.

Desired Majors

Arts & Design, Communications, Education, Humanities & Languages, Technologies & Technicians

How To Apply

Send resume and cover letter to info@heritageglassmuseum.org

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

Digital Media Assistant, In-person, 1 open position

Overview of Position

The intern will assist with digitizing historical material related to New Jersey's glassmaking history. The assistant will utilize a computer, scanner, and digital camera to digitize this material. This work will include handling and organizing historical artifacts, digitizing material, and documenting metadata. The intern will also assist as a docent, meeting visitors and providing guided tours of the museum.

The internship takes the form of experiential learning - learning through experiencing. The intern will be required to complete Museum Training and three short learning webinars (Will discuss). One week prior to the end of the internship, the student will be required to submit a written reflection on what they learned and their personal experience.

Responsibilities/Duties/Projects

Digital Media Assistant duties may include the following:

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

Desired Majors

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

How To Apply

Send resume and cover letter to info@heritageglassmuseum.org

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, Open to all Majors

How To Apply

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

La Casa de Don Pedro

221 Broad Street, Newark, NJ 07104

ECED Summer internship 2024, Hybrid, 30 open positions

Overview of Position

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

Responsibilities/Duties/Projects

ECED Summer internship 2024 duties 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, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Social Sciences, Technologies & Technicians, Open to all Majors

How To Apply

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

Lincoln Park Coast Cultural District

450 Washington Street, Newark, NJ 07102

Non-Profit Marketing Intern, Hybrid, 1 open position

Overview of Position

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

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

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

Responsibilities/Duties/Projects

Non-Profit Marketing Intern duties may include the following:

- LPCCD Event Marketing Assistance for Major Initiatives along side the LPCCD community organizing interns and tangentially
 - Interested in representing LPCCD at events as “Official Lincoln Park Coast Cultural District Intern” at the table
 - At outdoor events, help with the LPCCD tent (set up, material distribution and ability to discuss the non-profit, break down)
 - Assist with LPCCD event supplies gathering, set up and break down; check in; attendee welcome and troubleshoot
 - Assist with LPCCD event signage inventory (banners, flags); accounting for event supplies received at LPCCD office only as needed
 - Assist with LPCCD event supplies gathering, event set up and break down; check in; attendee welcome and troubleshoot
 - The Annual Lincoln Park Arts and Culture Season
 - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
 - Earned Revenue Events and Programs
- Learn how to build LPCCD Event Recap report from the Administrative and Grant Associate
- Assist with accessing recap reports provided by agency in Google folders
- LPCCD Website 3.0 Project
 - Assist organization with asset gathering and historical timeline while learning how a non-profit website is built from the ground up
- LPCCD Sustainable Living Community Podcast - Learn How Its Done!
 - Assist Executive Director with researching his podcast guests and prepare non-scripted “off-the cuff” questions that might be asked ad hoc in conversational manner
 - Assist with driving Community Awareness & Listenership of Podcast
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”
- LPCCD Social Media Marketing for Major Initiatives - Learn How....
 - Bolster content for Executive Director’s Linked In page
 - Work closely with Agency to launch organization on LinkedIn (connected to Executive Director’s Linked In page)
 - Attend and learn Social Media Marketing campaign development from lead agency
 - Trained on Executive Director’s Weekly Social Media campaign grid

- Write weekly Social Media for Executive Director's Personal and Professional Facebook, Twitter and Instagram
- Get approval by Executive Director; ensure ED implements on Personal and Professional
- Work closely with Agency to launch organization on Tik Tok
- Promote on own social LPCCD's initiatives; willing and not shy about joining platform community groups and post LPCCD content

Desired Majors

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

How To Apply

Send resume and cover letter to LPCCDMarketing@gmail.com

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

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

Neighborhood Center, Inc

278 Kaighns Avenue, Camden, NJ 08103-3234

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

Overview of Position

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

Responsibilities/Duties/Projects

Assistant Program Director for Language Arts duties may include the following:

- Plan a wide variety of engaging language arts activities that develop reading, speaking, listening, and writing capacities.

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

Desired Majors

Education, Humanities & Languages

How To Apply

Send resume, cover letter, and transcripts to michael@ncicamden.com

Ramapo College of New Jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

Grant Development Internship, Hybrid, 1 open position

Overview of Position

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

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

and 5:30 pm.

o Start date: May 2024

o End date: August 2024

Responsibilities/Duties/Projects

Grant Development Internship duties may include the following:

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

Desired Majors

Education, Communications, Humanities & Languages, Social Sciences

How To Apply

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

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

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

The Aubrey Group

121 Market Street, Camden, NJ, 08102 (Business Office Address)

Grants Research Analyst Internship, Hybrid, 2 open positions

Overview of Position

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

Responsibilities/Duties/Projects

Grants Research Analyst Internship duties may include the following:

- Learning internal Grant Research and Writing procedures.
- As directed, researching and summarizing federal, state, and local grants.
- As directed, researching public policy, federal regulations, government programs and other practices.
- Researching and evaluating new grant opportunities based on broad client needs and preparing summaries of grant program requirements.
- Preparing application content such as work plans, narratives, budgets, letters of support, etc.
- Clerical work when necessary, such as data entry and collection.
- Quality control and copy editing for application content.

- Participating in client meetings and attending various events that include local elected officials, and other government professionals.
- Assisting the Grants team with preparing monthly Status Report materials for clients.

Desired Majors

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

How To Apply

Send resume, cover letter, and most applicable writing sample to cschmiegel@theaubreygroup.org.

The Aubrey Group

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

Cannabis Industry Research Internship, Hybrid, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Cannabis Industry Research Internship duties may include the following:

- Preparing highly professional license application content including business plans, community impact and workforce development narratives, budgets, standard operating procedures etc.
- Working with Project Managers to coordinate timely application preparation and submission.
- Attending monthly Cannabis Regulatory Commission Meetings and summarizing updates for internal use.
- As directed by a Project Manager, researching and summarizing federal, state, and local public policy, regulations, practices, and programs, including legislative initiatives and state and local cannabis regulations and ordinances.
- Preparing client-facing summaries of policy updates and related regulatory information.

- Liaising with external consultants (lawyers, security professionals, marketing experts, architects etc.) and partners as needed (local government, economic development, organized labor, etc.).
- Performing quality control and copy editing on application content prepared by other writers.

Desired Majors

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

How To Apply

Send resume, cover letter, and most applicable writing sample to apark@theaubreygroup.org

The Boys & Girls Club of Atlantic City

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

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

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

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 ExcelDonation management, various software programs and Excel
- Research projects
- Alumni projects
- Website management
- Understand basic office procedures
- Manage email inbox and calendar
- Learn various software programsHow 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