



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

Life Sciences

Coriell Insitute for Medical Research

403 Haddon Avenue, Camden, NJ, 08103-1505

Coriell Summer Program, In-person, 7 open positions

Overview of Position

Founded in 1953, the Coriell Institute for Medical Research is a non-profit research institute dedicated to improving human health through biomedical research. Coriell comprises 15 faculty members and 4 postdoctoral fellows, among many students and research staff, who lead research in personalized medicine, cancer biology, aging, epigenetics, and the genomics of opioid use disorder. Coriell also hosts one of the world's leading biobanks — composed of collections for the National Institutes of Health, disease foundations, and private clients—and distributes biological samples, and offers research and biobanking services to scientists around the globe.

The Coriell Summer Experience for Students is an opportunity for college students to work alongside world-renowned scientists and researchers and gain insights into careers in science or related areas. Students will spend time in the laboratory and receive individualized direction from a group of expert mentors; the students will have the chance to learn basic and applied cellular, molecular, and biochemical techniques.

Coriell Summer will enhance academic credentials and provide the opportunity to develop new areas of interest.

Responsibilities/Duties/Projects

Coriell Summer Program duties may include the following:

- Achieve a general understanding of the basic principles and goals of the research project.
- Under direct supervision, learn and conduct routine laboratory experiments following established procedures, including assays, DNA extraction, tissue culture, protein purification, PCR analysis, and electrophoresis.
- Assist in executing research experiments related to the project through materials preparation, proper documentation, and sample collection and processing.
- Data analysis and interpretation.
- Under supervision, understand general concepts related to using standard research equipment such as microscopes, incubators, autoclaves, and centrifuges.
- Prepare and maintain detailed documentation (test plan protocols, reports, specifications, standard operating procedures).
- Perform literature searches and library investigations as they relate to the research.
- Participate in weekly seminars, lab meetings, and other activities to further my own knowledge of research.
- Create a final presentation to share with the team.

Desired Majors

Life Science, Computer Science, Information Systems & Technology

How To Apply

Send resume, cover letter, and transcripts to summerexperience@coriell.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>

The Charismatic Chemist

Formulation Laboratory Technician, In-person, 1 open position

Overview of Position

Formulation Laboratory Technician will be responsible for working alongside Senior Chemists while developing and testing cosmetic and personal care products.

Responsibilities/Duties/Projects

Formulation Laboratory Technician duties may include the following:

- Develop batches of all types of hair, skin & sun care products including but not limited to gels, creams, lotions, serums, color cosmetics, sticks, sprays and balms
- Perform and track prototype stability and compatibility testing
- Maintain, organize and request/order lab supplies/raw materials as necessary

- Deliver technical projects, ensuring that activities are executed to GMP and GLP standards required for the relevant product classification.
- Ensure all required formulation, feasibility work, analysis, validation, stability testing, industrial trials and dossier preparation are performed on time and to the required quality and regulatory standards and in line with the company processes
- Execute lab and pilot scale experiments to generate critical data supporting innovation projects.
- Activities include material planning, lab and pilot equipment cleaning/sanitizing, some pilot equipment operation, sample testing, and stability protocol execution.
- Conduct various development tests and experiments.

Desired Majors

Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

The Charismatic Chemist

Jr. Cosmetic Chemist, In-person, 1 open position

Overview of Position

This role collaborates as part of an R&D team to design, execute, and deliver research and development projects from concept to preclinical or soft launch.

Responsibilities/Duties/Projects

Jr. Cosmetic Chemist duties may include the following:

- To gather basic knowledge, develop and optimize analytical methods in alignment with business directives.
- Independently execute research plans, generate accurate documentation, process and report data.
- Finalize research projects and studies through writing technical reports, peer-reviewed publications and presentations at scientific conferences with guidance from Senior Chemists.
- Collaborate and support R&D teams with continuous improvement efforts, knowledge seeking projects, etc.
- Technical support as subject matter expert (tech transfers, customer and quality support, etc.)

Other minor duties as assigned:

- Support stability testing programs

- Lab support activities - batch making, dishes, etc.
- Administrative support – ordering supplies, shipping samples, etc.
- Liaise with internal development partners and external suppliers/vendors to qualify raw materials and ingredients for cosmetic formulations as part of acquisitions and new product development
- Develop and maintain relationships with suppliers and manufacturers to provide regulatory compliance against company standards
- Facilitate meetings with global key stakeholders within the cross-functional Production, Regulatory, and R&D teams in the NY & NJ to communicate progress and identify new goals
- Execute quality control testing for incoming raw materials according to GMP/GLP
- Communicate data, corrective actions, and status of the manufacturing process with collaborators within Supply Chain/Production and Manufacturing Operations
- Lead sitewide Safety Quality checks and EHS safety initiatives according to ISO 9001:2015 to drive employee engagement
- Contribute to ISO, FDA, and cGMP regulatory audit preparedness via documentation.

Desired Majors

Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

Branch Brook Park Alliance

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.) *Required*
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally

Desired Majors

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

Community Foodbank of New Jersey

6735 Black Horse Pike, Egg Harbor Township, NJ 08234

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

Overview of Position

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

Responsibilities/Duties/Projects

Distribution Specialist (Intern) duties may include the following:

- Duties include but not limited to reviewing purchase orders, creating item cards and pallet labels while working with network relations and food sourcing prioritizing freight.
- Direct volunteers sorting product, restocking the pantry, checking-in clients in Oasis and preparing produce list in coordination with Network Relations
- Process distribution of special or hard-to-move products due to large quantities and/or perishable nature, e. g., produce, dairy, juices and close-coded product.
- Communicate frequently with departments within CFBNJ (Network Relations, Food Sourcing, Operations and Transportation) regarding incoming product.
- Coordinate with mobile pantries, community distribution and sites to move perishable products as needed.
- Track distribution of special products as allocated to our network partners until received and then ensure data entry is completed in a timely manner.
- Create, distribute and post daily pick tickets ensuring orders are picked timely and accurately

- Collaborate with Inventory Manager and Receiving department on selection of product for community distributions.
- Ensure mobile pantry is equipped with proper products.
- Liaison between food sourcing and partners gleaned products from supermarkets and farms. Ensure best buy and sell by date are within acceptance. Partner with other departments for quick and timely responses.
- Ensure warehouse SOPs are followed and associates are operating in a safe, positive manner

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to hrdept@cfbnj.org

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>

Coriell Institute for Medical Research

403 Haddon Avenue, Camden, NJ, 08103-1505

Coriell Summer Program, In-person, 7 open positions

Overview of Position

Founded in 1953, the Coriell Institute for Medical Research is a non-profit research institute dedicated to improving human health through biomedical research. Coriell comprises 15 faculty members and 4 postdoctoral fellows, among many students and research staff, who lead research in personalized medicine, cancer biology, aging, epigenetics, and the genomics of opioid use disorder. Coriell also hosts one of the world's leading biobanks — composed of collections for the National Institutes of Health, disease foundations, and private clients—and distributes biological samples, and offers research and biobanking services to scientists around the globe.

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Coriell Summer will enhance academic credentials and provide the opportunity to develop new areas of interest.

Responsibilities/Duties/Projects

Coriell Summer Program duties may include the following:

- Achieve a general understanding of the basic principles and goals of the research project.
- Under direct supervision, learn and conduct routine laboratory experiments following established procedures, including assays, DNA extraction, tissue culture, protein purification, PCR analysis, and electrophoresis.
- Assist in executing research experiments related to the project through materials preparation, proper documentation, and sample collection and processing.
- Data analysis and interpretation.
- Under supervision, understand general concepts related to using standard research equipment such as microscopes, incubators, autoclaves, and centrifuges.
- Prepare and maintain detailed documentation (test plan protocols, reports, specifications, standard operating procedures).
- Perform literature searches and library investigations as they relate to the research.

- Participate in weekly seminars, lab meetings, and other activities to further my own knowledge of research.
- Create a final presentation to share with the team.

Desired Majors

Life Science, Computer Science, Information Systems & Technology

How To Apply

Send resume, cover letter, and transcripts to summerexperience@coriell.org

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

Crossroads4Hope

3 Crossroads Drive Bedminster, NJ 07921

Program Analysis Intern, Hybrid, 1 open position

Overview of Position

As a Program Analytics Intern you will play a crucial role in supporting our program analysis efforts by utilizing databases and pivot tables. You will have the opportunity to work closely with our analytics team and gain hands-on experience in data management, reporting, and visualization. This internship will provide you with valuable skills and insights into the world of data analytics within a dynamic and supportive environment.

Responsibilities/Duties/Projects

Program Analysis Intern duties may include the following:

1. Data Extraction and Preparation:

- Collect, clean, and organize data from various sources, including databases and spreadsheets.
- Perform data quality checks to ensure accuracy and consistency.

2. Database Management:

- Assist in maintaining and updating the program-related databases.
- Develop a deep understanding of our data architecture and schema.

3. Data Analysis:

- Use pivot tables and other data analysis tools to generate meaningful insights and trends.
- Assist in identifying key performance indicators (KPIs) and metrics for program evaluation.

4. Reporting and Visualization:

- Create clear and concise reports and dashboards to communicate findings to stakeholders.
- Collaborate with team members to enhance data visualization techniques.

5. Documentation:

- Document data analysis processes and workflows for future reference.
- Prepare user guides or documentation to assist team members.

6. Collaboration and Learning:

- Collaborate with cross-functional teams to gather data requirements and feedback.
- Continuously learn and improve your analytical skills through mentorship and training opportunities.

Qualifications

- Currently enrolled in a relevant undergraduate or graduate program (e.g., public health, social work, business etc.).
- Strong analytical and problem-solving skills.
- Proficiency in Microsoft Excel, including pivot tables and data functions.
- Basic knowledge of databases and SQL is a plus.
- Excellent communication and teamwork skills.
- Detail-oriented with a commitment to data accuracy.
- Self-motivated and eager to learn.

Desired Majors

Business, Entrepreneurship & Human Resources, Computer Science, Information Systems & Technology, Life Science

How To Apply

Send resume, cover letter, and transcripts to asutton@crossroads4hope.org;
info@crossroads4hope.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

Integrated Chemistry Services, LLC

1 Whittendale Drive, Suite E , Moorestown, NJ 08057

Scientific R&D Intern, In-person, 1 open position

Overview of Position

Integrated Chemistry Services (ICS) is opening a 2024 Summer Scientific R&D Intern position. ICS is a CDMO (Contract Development and Manufacturing Organization) that specializes in dry chemistry assay development. We work with clients worldwide, across multiple industries, to develop testing devices that support their project goals and deliverables. With a unique ability to scale to manufacturing, our team can support clients from concept to commercialization. ICS is dedicated to creating solutions and making a meaningful impact in the world.

We are seeking a driven, excited, and reliable intern to become fully integrated with the ICS team in the Summer of 2024. The intern can expect day-to-day experiences that include scientific research, experimental design, experimental execution, data collection and analysis, contribution to client presentations and updates, and more. The intern will be expected to work alongside ICS staff in support of projects, and they may expect to interact with the following teams: Scientists, Project Manager, Quality Manager, and Partners.

The applicant must have the willingness to work in a team setting with a desire to learn and contribute. This applicant must have prior laboratory experience and an ability to work with the Microsoft suite of programs (Excel, PowerPoint, Outlook). The applicant must be currently enrolled in undergraduate or graduate studies, with an engineering or scientific major preferred.

Responsibilities/Duties/Projects

Scientific R&D Intern duties may include the following:

- General laboratory functions such as buffer preparation, reagent formulation, operation/maintenance of laboratory equipment, and record keeping.
- Involvement in process development for transfer to manufacturing.
- Draft Standard Operating Procedures (SOPs) and testing protocols.
- Contribute to the experimental design process in support of clients' project goals.
- Perform experiments in a lab-based setting to collect data.
- Data analysis and upload.
- Development and contribution to presentations for regular client updates.
- Research for methodology and technique for client assay approaches.
- Honor client confidentiality.

Desired Majors

Engineering, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians

How To Apply

Send resume to rjeronimus@integrated-chemistry.com

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, 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 **mmorales@lacasank.org**

Ramapo College of New Jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

Environmental Educator, In-person, 2 open positions

Overview of Position

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

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

Responsibilities/Duties/Projects

Environmental Educator duties may include the following:

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

Desired Majors

Education, Life Science, Math & Physical Sciences

How To Apply

Send resume and cover letter to acristin@ramapo.edu

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>

Students 2 Science

66 Deforest Avenue, East Hanover, NJ 07936

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

Overview of Position

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

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

Payment will be \$20.00 per hour.

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

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

Responsibilities/Duties/Projects

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

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

Desired Majors

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

How To Apply

Send resume and cover letter to **Oliva Felder, Director Career Advancement Program** at Oliviafelder@students2science.org

Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

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

Overview of Position

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

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

Payment will be \$20.00 per hour.

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

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

Responsibilities/Duties/Projects

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

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

Desired Majors

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

How To Apply

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program at Oliviafelder@students2science.org**

Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

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

Overview of Position

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

and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

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

Payment will be \$20.00 per hour.

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

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

Responsibilities/Duties/Projects

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

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

Desired Majors

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

How To Apply

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program at oliviefelder@students2science.org**

Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

Marketing and Communications Internship, In-person, 1 open position

Overview of Position

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

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

Payment will be \$20.00 per hour.

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

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

Responsibilities/Duties/Projects

Marketing and Communications Internship duties may include the following:

- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Investigate current trends in non-profit marketing and public relations.
- Assist the Development team on developing future social media and organization marketing collateral.
- Develop and design marketing materials for specific program areas.
- Collaborate with the S2S team to define potential campaigns and fundraising strategies based on the current needs of the organization.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.

Desired Majors

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

How To Apply

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program** at oliviafelder@students2science.org

The Aubrey Group

121 Market Street, Camden, New Jersey, 08102

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 written sample to apark@theaubreygroup.org

The Charismatic Chemist

R&D Lab Administrator, In-person, 1 open position

Overview of Position

Operations for our R&D department. This position prepares correspondence, memoranda, and reports for business meetings and internal or external communications (emails, presentations, reports). This position works cross-functionally with other departments to ensure efficiency in productivity and planning.

Responsibilities/Duties/Projects

R&D Lab Administrator duties may include the following:

- Help to coordinate R&D projects, including planning, to implement, monitoring, and evaluating the overall project
- Responsible for support and related activities for the development of new products and R&D staff members on a daily basis.
- Coordinate between various internal departments to expedite and successfully execute and lead multiple projects to completion.
- Prepare shipment of samples and handle shipping activity of samples/marketing material for Meetings/ customers/ Internal departments & Maintain a Log of all samples and marketing material submitted to customers.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Documentation support including but not limited to packaging review & approval and support documentation needed for import/export.
- Effectively communicate and update team members and leadership with updates, timelines, risks and issues, and plan of action
- Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.), prepare and monitor invoices, and Maintain logs for various UPS / FEDEX accounts outside service agency and contract labs
- Schedule meetings and appointments for the r entire R&D department, including all levels of upper management
- Create, compose and edit written materials as needed, and forward them to appropriate departments.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Work in accordance with the lab, R&D formulation team, and other departments as needed.
- Performs other related duties as assigned & administrative tasks as needed.

- Familiarize and become proficient in using Batch Metrics system
- Check inventory of raw materials needed for newly approved shade scheduled for production
- Recheck newly approved formulas of colleagues and verify formula accuracy
- Assist with stability testing when necessary
- Catalog and file Leneta cards of newly approved color cosmetic shades
- Generate/retrieve production, retain and maintain all documentation accordingly.
- Generate batch tickets for production scale up
- File Batch records after speed check approval
- Assure all final products produced are within specifications.
- Assist with requesting/purchasing of raw materials when needed

Other Responsibilities Including Safety:

- Works in a safe and responsible manner in order to create an injury-free and incident-free workplace.
- Complies with all job-related safety and other training requirements.
- Keeps management informed of area activities and of any significant problems.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com