



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
Math & Physical Sciences

Abilities of Northwest Jersey Inc.

264 State Route 31 North, Washington NJ 07882

Finance Intern, In-person, 1 open position

Overview of Position

To develop their resume and increase competence, the Finance Intern will learn various aspects of accounting including, but not limited to, revenues, expenses, assets, liabilities, accounts payable and receivable. The intern will gain real-life experience on how these elements are recorded to affect financial reporting and various aspects of the business.

Responsibilities/Duties/Projects

Finance Intern duties may include the following:

- Follow the agency Financial Ethical Code of Conduct
- Understand basic Microsoft Excel
- Understand the basics of the accounting platform software and generated reports
- Perform data entry and calculations as requested
- Accurately prepare and maintain accounting documents as requested
- Assist with the deposit process, transaction posting and account reconciliation
- Research, track and resolve accounting problems and discrepancies
- Assist with agency records retention processes
- Provide support to the Controller and Accounting Clerk with any other department requests

Desired Majors

Math & Physical Sciences

How To Apply

Send resume and transcripts to dzimmerman@abilitiesnw.com

Parkside Business & Community In Partnership, Inc.

1487 Kenwood Avenue, Camden, NJ 08103

Finance Internship, In-person, 1 open position

Overview of Position

Join our dynamic team at Parkside Business & Community In Partnership, Inc. as a Finance Intern, contributing to meaningful initiatives that address housing challenges and promote community development in the Parkside community (and contiguous neighborhoods) of

Camden. This internship offers a unique opportunity to gain hands-on experience in the field of housing and community development.

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

Responsibilities/Duties/Projects

Finance Internship duties may include the following:

- Financial Record Keeping: Assist Financial Director with maintaining accurate and up-to-date financial records; Assist in the preparation of financial statements and reports
- Accounts Payable and Receivable: Process invoices, track payments, and ensure timely payments to vendors; Assist in managing accounts receivable and follow up on outstanding payments.
- Budget Support: Collaborate with the Financial Director to prepare and monitor budgets; Assist in variance analysis and recommend adjustments as needed.
- Grant Administration: Support the financial aspects of grant management, including budgeting and reporting; Ensure compliance with grant financial requirements; Assist in cash flow and financial analysis to support decision-making; Prepare financial reports for management, board, and external stakeholders.
- Bank Reconciliation: Reconcile bank statements and resolve discrepancies; Help monitor cash flow and provide regular updates.
- Auditing Support: Assist Financial Director in the preparation for internal and external audits; Assist with providing necessary documentation and support during audit process.
- Compliance: Ensure compliance with relevant financial regulations and reporting requirements; Stay informed about changes in financial regulations affecting nonprofits.

Qualifications

- Currently enrolled in academic institution for Bachelor's degree in Finance, Accounting, or related field.
- Previous experience in financial administration or related roles.
- Proficient in accounting software and Microsoft Office Suite.
- Strong organizational and time-management skills.
- Excellent attention to detail and accuracy.

Desired Majors

Math & Physical Sciences, Business, Entrepreneurship & Human Resources

How To Apply

Send resume and transcripts to parksidemedi@pbcip.org

Branch Brook Park Alliance

115 Clifton Ave, Suite 300, Newark, NJ 07104

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

Overview of Position

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

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, Piscataway, NJ 08854

Marketing Intern, Hybrid, 1 open position

Overview of Position

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

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

Responsibilities/Duties/Projects

Marketing Intern duties may include the following:

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

Desired Majors

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

How To Apply

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

CIRCLE Learning Group Inc

1412 Stelton Road Unit 5

STEAM Instructor/Coach, Hybrid, 2 open positions

Overview of Position

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

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

Responsibilities/Duties/Projects

STEAM Instructor/Coach duties may include the following:

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

- Provide direct supervision and behavior management of learners
- Facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

Qualifications

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

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>

DHD Consulting, LLC

27 Chestnut St, , Ridgewood NJ 07450

Data Assistant, Hybrid, 1 open position

Overview of Position

Data Entry Clerks are usually responsible for entering data into different computer databases, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.

Responsibilities/Duties/Projects

Data Assistant duties may include the following:

- Work with research assistants in gathering, categorizing and maintaining datasets and resumes
- Research and implement appropriate algorithm and tools when needed
- Solve complex problems by performing statistical analysis and fine tuning using test results
- Be up to date with developments in the AI/ machine learning space
- Interpret data, analyze results and identify trends using statistical techniques and provide ongoing reports
- Work with management to prioritize business and information needs
- Manage and troubleshoot database systems

Qualifications

- Currently a student enrolled in a bachelor's degree program related to computer science or data analyst or an applicant with strong analysis background
- Experience in analyzing large dataset strongly preferred
- Proficiency in machine learning framework and coding highly desirable
- Ability to commute to DHD Office once or twice a week is preferred
- Strong communication and organization skills required

Desired Majors

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

How To Apply

Apply through <https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/0e0ae02f-09c7-400c-b2df-e1a669b9d201>

Dynamic Learning Academy

45 Route 206 Hammonton, NJ 08037

Preschool teacher, In-person, 2 open positions

Overview of Position

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

- Create developmentally appropriate curriculum plans based on individual children's needs and interests within the context of family, culture, and society.
- Integrate theory and research into curriculum planning.
- Integrate multicultural and diversity issues into curriculum plans.
- Design classroom schedules and lesson plans.
- Demonstrate techniques to communicate with families and professionals.

- Demonstrate the ability to use guidance and management techniques to support the social and emotional development of young children from birth to age five.
- Demonstrate sensitivity to the child guidance practices of families and cultures.
- Demonstrate supportive teacher-child relationships and promote positive peer relationships.
- Document observations using techniques such as running records, anecdotal records, event sampling, time sampling, rating scales, and checklists.
- Demonstrate the ability to interpret and use assessment and screening results to make curriculum decisions and communicate with parents and professionals.
- Develop positive, collaborative relationships with colleagues, other professionals, and families and work effectively as a member of a professional team.
- Reflect on teaching practices, self-assess and evaluate the effect of choices and actions on children, parents, and other professionals to plan and modify teaching behaviors and program plans.

Responsibilities/Duties/Projects

Preschool teacher duties may include the following:

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

Desired Majors

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

How To Apply

Send resume to dynamiclearningac@gmail.com

Fraser's Mathematics Solutions

13 Boyden Street, East Orange NJ 07017

Project Management Intern, Hybrid, 1 open position

Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a motivated and detail-oriented Project Management Intern to join our team. As a Project Management Intern, you will have the opportunity to learn and contribute to various aspects of project planning, coordination, and execution. This internship is ideal for individuals pursuing a degree in Project Management, Business Administration, or a related field.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Project Management Intern has the opportunity to explore different aspects of project management, contribute to various projects, engage in product or service R&D, and support a wide range of activities beyond their primary responsibilities. This flexibility allows them to gain valuable hands-on experience in a dynamic work environment.

Responsibilities/Duties/Projects

Project Management Intern duties may include the following:

Project Planning Assistance:

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

Coordination and Communication:

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

Task and Resource Management:

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

Documentation and Reporting:

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

Additional Focus Areas:

Product or Service R&D:

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

Workshop Support:

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

Research Support:

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

Design and Innovation:

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

Grant Application Support:

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

Event Planning and Scheduling:

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

Document Creation and Updating:

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

HR Support:

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

Data Analysis:

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

Initiative and Idea Generation:

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

Desired Majors

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

How To Apply

Send resume and cover letter to hiring@frasersmathematicssolutions.com

Fundraising Well

152 Pine St, Jersey City, NJ 07304

Data & Influence Associate, Remote, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Data & Influence Associate duties may include the following:

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

Desired Majors

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

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

HiT Nano Inc

1200 Florence Columbus Rd, Bordentown, NJ 08505

Electrochemical material development for advanced rechargeable batteries, In-person, 3 open positions

Overview of Position

HiT Nano's vision is to deliver industry-leading, cost-effective and high-performance energy storage materials, for applications in rechargeable Li and Na-ion batteries. Our next-generation patented manufacturing technologies deliver materials with advanced properties, while minimizing the adverse environmental impacts characteristic of traditional production methods. We are a growth stage company with laboratories based in NJ.

During this internship, students will work with HiT Nano scientific staff to develop and test new electrode active materials for advanced Li-ion batteries and next generation Na-ion batteries. Students will learn material synthesis and battery electrode production techniques, lab scale battery construction, and battery electrochemical analysis, which are critical skills to decarbonise future society.

Responsibilities/Duties/Projects

Electrochemical material development for advanced rechargeable batteries duties may include the following:

- Conduct laboratory tests to assist scientists to determine battery material quality standards
- Synthesize and test new battery active materials
- Construct lab scale batteries for material characterization
- Track, compile, interpret, and report results
- Diligent note taking and reporting

Desired Majors

Manufacturing, Production, and Skilled Trades, Math & Physical Sciences

How To Apply

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

KIPP Cooper Norcross, A NJ Nonprofit Corporation

60 Park Place, Suite 802 Newark, NJ 07102

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

Overview of Position

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 2

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

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

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

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

Responsibilities/Duties/Projects

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

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

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

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

Qualifications

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

Desired Majors

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

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

KIPP NJ-Data Team Internship, In-person, 2 open positions

Overview of Position

Internship Overview: Data Team

Duration: 10 weeks

Number of Interns: 2

The Data Team Internship at KIPP NJ offers college students interested in data analysis and documentation an opportunity to gain practical experience and contribute to the data-related projects of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Data Team. The internship will provide valuable insight into data management, documentation, and data analysis techniques.

This internship will provide hands-on experience in data analysis, documentation, and utilization of data tools in a real-world setting. Throughout the internship, you will receive guidance and mentorship from experienced data professionals who will help you develop your skills and expand your knowledge of data management and analysis techniques.

At the conclusion of the internship, you will have gained practical experience in supporting data documentation projects, utilizing data tools, and working with key enrollment data.

If you are passionate about data analysis, documentation, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Data Team at KIPP NJ.

Responsibilities/Duties/Projects

KIPP NJ-Data Team Internship duties may include the following:

- Support Data Team's Documentation Project: Help create and maintain documentation for the Data Team's processes and procedures. This includes writing help guides, recording user guide videos, and creating screenshots to assist team members in understanding and utilizing data tools effectively.
- Utilize a Wide Range of Tools: Gain exposure to and work with various tools such as Tableau for data visualization, Snagit for capturing screenshots, Slack for team communication, and Google Sheets for data analysis and documentation.
- Access to Online Training Opportunities: Get access to online training platforms like "Data Camp" to enhance your skills in SQL and other data-related skills.
- Help Verify and Track Student Enrollment Documents: Assist in verifying and tracking student enrollment documents to ensure accuracy and completeness of data.
- Track Key Enrollment Information: Use Google Sheets to track and analyze key enrollment information, providing insights to support decision-making processes.
- Utilize School Ops Tools and Technology: Familiarize yourself with school operations tools such as SchoolMint, HubSpot, Google Sheets, and Slack to gather and analyze data related to student enrollment and school operations.

Qualifications

- Currently pursuing a degree in data science, statistics, computer science, or a related field.
- Familiarity with data analysis and visualization tools, such as Tableau.
- Proficiency in using tools like Snagit, Slack, and Google Sheets.
- Eagerness to learn and enhance data skills through online training platforms like "Data Camp."
- Excellent attention to detail and accuracy in data verification and analysis.
- Good organizational and time management skills.
- Strong written and verbal communication skills.

Desired Majors

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

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

KIPP NJ- Technology Team Internship, In-person, 2 open positions

Overview of Position

Internship Overview: Technology Team

Duration: 10 weeks

Number of Interns: 2

The Technology Team Internship at KIPP NJ offers college students interested in technology and IT support an opportunity to gain practical experience and contribute to the implementation and maintenance of technology infrastructure within our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Technology Team. The internship will provide valuable insight into technology deployment, asset management, troubleshooting, and network maintenance.

This internship will provide hands-on experience in technology deployment, asset management, troubleshooting, and network maintenance. Throughout the internship, you will receive guidance and mentorship from experienced IT professionals who will help you develop your technical skills and expand your knowledge of technology infrastructure.

At the conclusion of the internship, you will have gained practical experience in technology deployment, asset management, troubleshooting, and network maintenance.

If you are passionate about technology, IT support, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Technology Team at KIPP NJ.

Responsibilities/Duties/Projects

KIPP NJ- Technology Team Internship duties may include the following:

- Refreshing Technology Items: Assist in refreshing technology items at schools in preparation for the return of staff and students in August. This involves setting up new devices, migrating data, and decommissioning outdated equipment.
- Installing/Configuring Windows 10: Participate in the installation and configuration of Windows 10 operating systems on various devices, ensuring compatibility and optimal performance.
- Deploying Staff & Student Laptops: Support the deployment of laptops to staff and students, ensuring proper setup and configuration according to organizational policies and guidelines.
- Setting up & Configuring Printers: Assist in setting up and configuring printers across school campuses, ensuring connectivity and functionality.
- Packing Computer Equipment for Relocation: Help pack computer equipment for relocation, ensuring proper handling and transportation to new locations as needed.
- Managing and Auditing Technology Assets: Contribute to the management and auditing of technology assets, including maintaining accurate records of equipment, performing inventory checks, and assisting in asset disposal processes.
- Troubleshooting Hardware and Software Issues: Provide basic troubleshooting support for hardware and software issues, assisting end-users in resolving technical problems and escalating complex issues to senior team members when necessary.
- Data Network Maintenance Tasks: Assist in data network maintenance tasks, such as cable management, equipment installation, and network testing.

Desired Majors

Computer Science, Information Systems & Technology, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Technologies & Technicians

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

La Casa de Don Pedro

221 Broad Street, Newark, NJ 07104

ECED Summer internship 2024, Hybrid, 30 open positions

Overview of Position

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

Responsibilities/Duties/Projects

ECED Summer internship 2024 duties 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**

Lionheart EMC LLC.

Energy Engineer, Hybrid, 1 open position

Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities. As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities
Work a minimum of 3 days/week for 10 weeks

Responsibilities/Duties/Projects

Energy Engineer duties can include the following:

- **Technical Analysis:** Interns will grow in their ability to analyze mechanical, electrical, plumbing and automation systems as part of a series of opportunities to survey projects. While working alongside a senior engineer, they will receive an opportunity to be coached and trained in their understanding of the systems they encounter. Interns will take part in assembling checklists based on the International building code, International Mechanical and plumbing code that will be used as the basis of design evaluations and for field surveys. This activity will familiarize the interns with codes and standards for building construction in New York and New Jersey.
- **Communication:** Interns will grow in their ability to coordinate and communicate with personnel on job sites and senior engineers by developing (5) field reports of activities and presenting findings to the project team. These reports will cover topics such as their understanding of the current project, information obtained from project personnel, issues discovered and key takeaways for next steps.
- **Training:** The intern will be trained in specific topics such as control systems, building commissioning and energy modeling by taking courses and presenting lesson content to the project team.
- **Transitional Skills:** The intern will gain skills that can be transitioned to future engineering opportunities such as the aforementioned technical analysis and communication skills, as well as: Teamwork, professionalism, accountability and a greater understanding of the energy industry.

Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Currently enrolled in an undergraduate or graduate degree program in Mechanical Engineering, Industrial Engineering, Chemical Engineering, Mechanical Engineering

Technology, Electrical Engineering Technology or related discipline at a NJ College or University

- GPA of 3.0 preferred
- Have a basic understanding of HVAC systems and mechanical equipment
- Have experience using autoCAD/Revit

Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

How To Apply

Send resume to lzambino@LionheartEMC.com

Lionheart EMC LLC.

Software Engineer, Hybrid, 1 open position

Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

Responsibilities/Duties/Projects

Software Engineer duties can include the following:

- **Technical Analysis:** Interns will grow in their major of computer science by supporting the development of a web-based platform under the supervision of senior software and network engineers. The software engineering intern will increase their application of JAVA, Python, SQL and software development tools for User Interface development. The software engineering intern will take part in live demo tests and present software capability to the project team.
- **Communication:** One of the core components of the software package that the intern will be developing is a feature that teaches end users about analytics and statistics with informational pop ups. This platform will be delivered for free to facilities serving inner city communities and the software engineering intern will be required to support the development of an interface that is easily accessible and available for multiple user types. The software

engineering intern will be required to present a report and presentation of their contribution to the development work at the end of the internship to technical and non-technical professionals.

- **Transitional Skills:** The product development of the software package will introduce the intern to skills and coaching that can be carried to their next place of employment alongside interpersonal and communication skills.

Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Proficient in Python, Java, data-based programming, cloud computing
- Currently enrolled in an undergraduate degree program in Computer Science, Information Technology or related discipline at a NJ College or University
- GPA of 3.0 preferred

Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

How To Apply

Send resume to lzambino@LionheartEMC.com

Lionheart EMC LLC.

Data Analyst, Hybrid, 1 open position

Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

Responsibilities/Duties/Projects

Data Analyst duties can include the following:

- Support data mining activities for data trends in HVAC equipment from commercial and industrial projects. The intern will help develop dashboards that can be communicated to non-technical personnel.

- Develop informational dashboards for client communications that clearly identify issues in equipment performance and provide guidelines for resolution. The intern will gain deeper insight into the troubleshooting process using data analysis techniques.
- Take training courses in energy data management. The intern will gain an increased understanding of how trends using temperature, humidity, pressure, and flow sensors can provide key insights into mechanical equipment.

Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Proficient in statistics, graphs and analysis of data trends
- Proficient in Microsoft Excel
- Currently enrolled in an undergraduate degree program in Data Science, Statistics or related discipline at a NJ College or University
- GPA of 3.0 preferred

Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

How To Apply

Send resume to lzambino@LionheartEMC.com

Lionheart EMC LLC.

Project Coordinator, Hybrid, 1 open position

Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

Responsibilities/Duties/Projects

Project Coordinator duties can include the following:

- Manage project task lists and timelines alongside team members. The intern will grow in their ability to communicate with peers in different disciplines, and support issue resolution at various levels.
- Research requirements for new business opportunities and application processes. The intern will support the development of RFP (request for proposal) responses and gain deeper insight into private and public sector requirements for professional project bidding.
- Learn about energy, management and control systems through filing, review and transmission of engineering documents including but not limited to: construction documents with mechanical, electrical, and plumbing sets, and energy analytics.
- Go to the field to observe engineering activities. The intern will participate in a series of site visits alongside a senior engineer.

Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Excellent communicator
- Excellent verbal and soft skills
- Highly organized
- Microsoft Suite proficient
- Currently enrolled in an undergraduate degree program in Project Management, Mechanical Engineering, Industrial Engineering, Business Management or related discipline at a NJ College or University
- GPA of 3.0 preferred

Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

How To Apply

Send resume to lzambino@LionheartEMC.com

Lionheart EMC LLC.

Media, Hybrid, 1 open position

Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities
Work a minimum of 3 days/week for 10 weeks

Responsibilities/Duties/Projects

Media duties can include the following:

- Help manage Instagram and LinkedIn accounts by putting together posts using a combination of technical articles written by Lionheart EMC and market research to optimize social media presence.
- Research automation techniques for social media posts.
- Support the development of a company promotional video that details the vision of Lionheart EMC, and details core services in engineering, project management and control systems consulting.
- Support the development of standardized strategies for search engine optimization.
- Assist with website design
- The intern will grow in their understanding of the engineering industry, and in their ability to communicate to technical and non-technical personnel alike using social media, video content and the website.

Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Willing to gain an understanding of energy management and control systems for the purpose of communications
- Currently enrolled in an undergraduate degree program in Marketing, Film, Communications, Advertising or related discipline at a NJ College or University
- GPA of 3.0 preferred

Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

How To Apply

Send resume to lzambino@LionheartEMC.com

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

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

Overview of Position

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

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

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

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

Responsibilities/Duties/Projects

Business and Finance Intern duties may include the following:

- Understand and adhere to all Raritan Valley YMCA's policies and procedures.
- Assumes accountability for tasks assigned in the finance office. This may include working with accounts payable, bank reconciliations, creation of reports, graphs, charts, etc, reviewing files, researching problems.
- Follows established association procedures and policies relative to assignments.

- Learn the DAXKO point of sale software system, run reports as requested, gather statistics, input required data for budget and finance matters. Become familiar with Peachtree accounting software basics and assist with accounting tasks assigned.
- Provide written materials for work as requested.
- Monitor reports for accuracy. Report any deficiencies to the finance staff or Executive Director immediately.
- Serve as a positive role model at all times by promoting the YMCA mission and values through the delivery and development of staff and member services. Maintain a professional manner and confidentiality of one's work.
- Communicate with supervisor regularly on status of work.
- Choose and complete a project that will benefit YMCA operations and advance interns individual educational and professional development goals.
- Attend all staff meetings, training sessions and special events as required.
- Perform other job duties as requested and necessary.

Desired Majors

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

How To Apply

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

RenewCO2 Inc.

68 Veronica Avenue, Unit 1, Somerset, NJ 08873

R&D Internship, In-person, 2 open positions

Overview of Position

RenewCO2 is re-inventing chemical production using CO₂ emissions with a low-cost, high energy-efficiency, and carbon-negative electrochemical process. Our eCUT technology converts CO₂ into cost-competitive raw materials for plastics. We enable companies to meet emission reduction targets while producing sustainable materials at a profit.

We are inviting applications for a Summer Internship in Research and Development. This position is directed at evaluating the activity of CO₂ electroreduction catalysts and the influence of process conditions on pilot performance. The candidate will receive first-hand laboratory experience in performing chemical analyses of products and tabulating and organizing large data sets, utilizing both Gas Chromatography (GC) and High-Performance Liquid Chromatography (HPLC), fabricating electrodes, developing standards of procedures (SOPs), designing measurement devices, preparing technical updates for mentors and stakeholders, and/or conducting market research on in-demand products. This candidate will work with a seasoned team of professionals, including a highly experienced engineer as a mentor for the entire duration

of the internship. This dynamic position offers an opportunity to participate in various sub-research groups within the laboratory while being able to work independently and autonomously on tasks and innovative R&D. Activities will be performed in-person at the company's laboratory and office space in Somerset, NJ.

This 10-week internship is supported by various avenues of funding, including government agencies and private investments.

Responsibilities/Duties/Projects

R&D Internship duties may include the following:

- Support the development of a pilot process
- Perform electrochemical analysis
- Perform chemical analysis of products using GC and HPLC
- Perform mass and energy balance for the process
- Prepare technical updates for stakeholders
- Participate in market research

Qualifications

- Excellent written and oral communication skills and demonstrated ability to work as part of a collaborative team
- Willingness to take responsibility and ownership of projects either individually or as part of a larger team
- Ability to thrive in an unstructured environment
- Undergraduate, Graduate, or degree holder wishing to pursue a STEM career
- Citizen or Lawful Permanent Resident
- Have demonstrated STEM achievement and entrepreneurial interest
- Problem solving with sound logical thinking and analysis
- Attention to detail
- Ability to contribute to a culture of excellence, inclusion, respect, integrity, and teamwork
- High level of enthusiasm and strong commitment to gain experience in carbon utilization process development
- Knowledge and hands-on experience in research in Chemistry, Chemical Engineering, or Materials Science
- Knowledge and hands-on experience with Electrochemistry
- Experience with standard analytical chemistry tools such as GC, HPLC, and NMR
- Proficient in Google Workspace and Microsoft Office

Desired Majors

Natural Resources, Sustainability & Environmental Science, Engineering, Math & Physical Sciences

How To Apply

Send resume, cover letter, and transcripts to tess.zahn@renewco2.com for last minute applications

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 oliviafelder@students2science.org**

Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

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

Overview of Position

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

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

Payment will be \$20.00 per hour.

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

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

Responsibilities/Duties/Projects

Marketing and Communications Internship duties 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

Wellcare Nurses and Staffing

185 Central ave Ste 501 East Orange NJ 07018

Finance + Operations Intern, Hybrid, 1 open position

Overview of Position

Wellcare Nurses is seeking an individual to oversee diverse finance and operational workstreams. In this internship, you will assume a crucial role in establishing a comprehensive and precise financial reporting and modeling system, conducting forecasting projections,

contributing to the implementation of financial reporting software, and engaging in various additional projects. This position offers the opportunity to lead key aspects of these projects and play a crucial role in establishing financial processes that will support the sustainable growth of Wellcare Nurses in the years to come.

The preferred candidate possesses an analytical mindset and has prior internship or work experience in a quantitative capacity. Your attention to detail is exceptional, enabling you to quickly identify discrepancies or anomalies. While we don't anticipate you to have all the answers, we do expect you to be open-minded, adaptable, and eager to learn. We welcome candidates with varying experience levels, as long as they demonstrate excellent analytical skills, proficiency in Excel, and enthusiasm for contributing to a mission-driven team. Additionally, we value individuals who are proactive in taking initiative and vocal about sharing their ideas.

Responsibilities/Duties/Projects

Finance + Operations Intern duties may include the following:

- Good written and verbal communication skills.
- Good interpersonal communication skills as needed to work successfully with staff and managers within and outside of function.
- Strong analytical skills, attention to detail and ability to work both independently and on cross functional teams.
- Ability to build strong working relationships across all levels of the organization, including remote areas.
- Ability to function well in a fast-paced, dynamic environment with competing priorities.
- Ability to work in a project-based environment.
- Ability to follow standard accounting and finance practices, and departmental procedures and processes.
- Strong Microsoft Office skills including Excel, Word, Outlook and PowerPoint.
- Must be enrolled in an educational or professional program through summer 2024 or later.

Desired Majors

Computer Science, Information Systems & Technology, Engineering, Math & Physical Sciences, Business, Entrepreneurship & Human Resources

How To Apply

Send resume, cover letter, and transcripts to ugoeze@wellcarenurses.com

Wellcare Nurses and Staffing

185 Central Ave Ste 501 East Orange, NJ 07018

Business Development Intern 2024, Hybrid, 2 open positions

Overview of Position

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

Responsibilities/Duties/Projects

Business Development Intern 2024 duties may include the following:

Market Research and Analysis:

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

Partnership Development:

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

Client Relationship Management:

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

Sales Support:

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

Administrative Tasks:

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

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to ugoeze@wellcarenurses.com