



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Non-Profit

Abilities of Northwest Jersey Inc.

264 State Route 31 North, Washington NJ 07882

Marketing Intern, Hybrid, 1 open position

Overview of Position

The Marketing Intern will assist the Mission Engagement Manager in various areas of outreach for Abilities of Northwest Jersey.

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

- Creating content on multiple social media networks and accounts
- Monitor and respond to incoming interactions from followers across all social channels
- Expansion of Abilities digital footprint online for both the organization and the social enterprises
- Effectively communicating organizational information and success across various platforms
- Review current content and make recommendations for edits or improvements as needed
- Write copy for all traditional and digital communication initiatives (i.e. brochures, website, newsletters, email marketing, press releases, letters, etc.)
- Creating press and digital ready creatives
- Reviewing and updating current marketing materials across the organization
- Planning and production of video content to support the marketing efforts of the organization across all markets
- Identify content focus based on the marketing plan and current needs
- Create dynamic video content suitable for broadcast and social media platforms that align with organizational strategies and branding message
- Assist with all aspects of video production from concept to final product

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to cbuskirk@abilitiesnw.com

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 can 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, cover letter, and transcripts to dzimmerman@abilitiesnw.com

After-School All-Stars NJ

50 Park Place, 701, Newark, New Jersey

Jr. Program Leader: High School Intern, In-person, 10 open positions

Overview of Position

We are seeking college students to work as After-Care Coach on our enrichment team! This ACCs support program staff while helping to create and deliver engaging and innovative programs for our scholars. Ideal candidates have an interest in a career in youth development or education, excellent organizational skills, and the ability to work with diverse groups of people.

Responsibilities/Duties/Projects

Jr. Program Leader: High School Intern duties can include the following:

- Provide quality and highly engaging facilitation of activities
- Work collaboratively with the Program Team
- Prepare supplies, materials, & other items
- Effective, safe, positive youth management
- Maintain positive professional relationships

- Supervise scholars; no student alone, no 1-1 interactions
- Commit to shift
- Develop & accurately implement activities
- Attend & actively participate in PDs, workshops, & meetings
- Track & monitor attendance
- Collect & maintain accurate data, ensuring on-time submission

Desired Majors

Education, Agriculture, Food & Horticulture, Arts & Design

How To Apply

Send resume, cover letter, and transcripts to naima.ricks@afterschoolallstars.org

Alice Paul Institute

128 Hooton Rd, Mount Laurel, NJ 08054

Nonprofit Development Internship, In-person, 1 open position

Overview of Position

The Alice Paul Institute seeks a Development Intern interested in fundraising, writing, database management, and event management. Interns will have the opportunity to work with the Development team on current and future projects, while contributing to the day-to-day workload and learning about the overall structure and activities of a women's history and advocacy non-profit.

Under the supervision of the Development Coordinator, the Development Intern will support API's fundraising program. Based on the organization's need, Interns will learn about non-profit fundraising through experiences in the fundamentals of development, including grant writing, gift processing, prospect research, event management, donor cultivation and stewardship, and membership.

Attention to detail, exceptional writing skills and ability to wear multiple hats is required. An interest in a career in fundraising and/or non-profit management is desired.

Interns volunteer their time to gain first-hand experience in non-profit fundraising. They may be college or graduate/post-graduate students; we also welcome recent graduates who are looking to establish a career path and professionals who are interested in changing careers.

Responsibilities/Duties/Projects

Nonprofit Development Internship duties can include the following:

- Mastering core admin skills such as data entry and proofreading
- Assisting in planning and management of Special Events

- Managing projects on Prospect Research
- Gaining insight into a non-profit's appeal process
- Contribute to the Newsletter's donor profile series
- Assist in updating donor communications

Desired Majors

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

How To Apply

Send resume and cover letter to mcole@alicepaul.org

All Things Are Possible Foundation

611 Beverly Rancocas Rd, Willingboro, NJ 08046

Student Group Leader (2), Marketing Intern (1), In-person, 3 open positions

Overview of Position

Student Group Leader: ATAP Foundation is seeking a motivated individual who will be responsible for maintaining students in a safe, structured, fun and values-based program for school-aged children.

This position works to achieve the ATAP mission and to provide direct support to the CEO and the Program Director.

Marketing Associate:

The Marketing Intern will support ATAP's marketing and communications efforts in a variety of initiatives aimed at promoting ATAP's childcare and educational programs across several mediums. This professional internship will help develop marketing, writing, photography, design, and digital media skills while gaining hands-on experience in a non-profit, independent learning environment.

Responsibilities/Duties/Projects

Student Group Leader (2), Marketing Intern (1) duties can include the following:

Student Group Leader:

- Responsible for actively assisting with planning, leading and assisting with group activities and crafts
- Attend field trips and workshops

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

Marketing Associate:

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

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to taworthy@atapfoundation.org

Alpine Scout Camp

441 Route 9W Alpine NJ 07620

Trading Post Staff, In-person, 2 open positions

Overview of Position

Position Title: Trading Post Staff

Responsibilities/Duties/Projects

Trading Post Staff duties can include the following:

Position Requirements

- Minimum Age 18

- Able to pass a criminal background check
- Complete BSA Youth Protection training

Specific Duties

- Assist Customers with all purchases and tenders all sales through the cash register or POS system Reconciles sales daily and turns over all cash and checks to the Business Manager
- Prepares pre-ordered t-shirts and orders for weekly distribution to units
- Reports inventory re-stocking needs to the Business Manager on an as needed basis
- Responsible for conducting the opening and closing inventories of the trading post
- Responsible for keeping the trading post, grounds and restrooms clean and litter free

Essential Functions

- Able to communicate in English
- Physical ability to lift and arrange product placement
- Ability to plan and carry out activities for staff and campers to be successful Ability to do financial calculations and maintain inventory records

General Duties

- Able to pass a criminal background check
- Complete BSA Youth Protection training
- Keeps records, including inventories and any other reports that are necessary create an enjoyable atmosphere.
- Prepares reports as required; including a final report with recommendations to the Camp Director.
- Carries out other duties as assigned by the Business Manager or Camp Director.
- Standard First Aid & CPR (Recommended)

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to Michael.Morrell@Scouting.org

Dining Hall Steward (Hospitality), In-person, 1 open position

Overview of Position

Dining Hall Steward (Hospitality)

Responsibilities/Duties/Projects

Dining Hall Steward (Hospitality) duties can include the following:

Position Requirements

- Minimum Age - 18
- Able to pass a criminal background check
- Complete BSA Youth Protection training
- Standard First Aid & CPR (Recommended)

Specific Duties

- Responsible for entire dining hall operations
- Responsible to assign tables to groups each session
- Gives leadership and assistance to waiters
- Ensures that food is served in an orderly fashion
- Works with the Program Director in planning the dining hall program
- Responsible for keeping the dining hall facilities and grounds clean and litter free

General Duties

- Assists in unloading of new inventory from delivery trucks and stores properly
- Reports maintenance and facility needs to the Director of Food Services
- Carries out other duties as assigned by the Head Cook and/or Camp Director

Qualifications

- Able to communicate in English
- Auditory ability to respond to critical incidents
- Ability to perform routine first aid task
- Ability to lift food cartons as well as large containers in and out of ovens
- Ability to plan and carry out activities for staff and campers to be successful

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to Michael.Morrell@Scouting.org

Health & Medical Staff, In-person, 1 open position

Overview of Position

Health & Medical Staff (Health Care)

Responsibilities/Duties/Projects

Health & Medical Staff duties can include the following:

Position Requirements

- Minimum Age 18
- Minimum Certification of: Emergency Medical Responder, EMT, Paramedic, RN, LPN, LVN, PA, Paramedic, Licensed physician assistant, or Physician.
- Professional Rescuer CPR
- Able to pass a criminal background check
- Complete BSA Youth Protection training

Specific Duties

- Carries out Health and Safety Operations conforms to all applicable policies and standards of the state and BSA. Keeps records including: inventories, safety, accidents, medicines issues, health forms, first aid logs, and any other necessary reports
- Conducts medical rechecks when staff and campers arrive at camp
- Supervises administration of medication to staff members and campers and records in log book.
- Properly stores all medication in secure fashion
- Administers First Aid as needed. Consults with appropriate personnel (Camp Physician, Camp Director, parents of minors, etc) regarding appropriate actions.
- Responsible for keeping the health office and grounds clean, sanitary, and litter free
- Prepares reports as required; including a final closing report to the Camp Director which includes: Closing Inventory, list of problems encountered, and list of recommendations for the next year, including supply purchases

General Duties

- Keeps records including inventories, safety, advancement, and any other necessary reports
- Reports maintenance and facility needs to the Camp Director
- Participates in all camp wide activities
- Carries out other health and safety duties as assigned by the Camp Director, Camp Physician, or Reservation Director

Qualifications

- Auditory ability to respond to critical incidents
- Able to communicate in English
- Ability to perform routine first aid tasks
- Physical ability to assist in the rescue of staff or campers who may be in danger of being injured
- Ability to plan and carry out activities for staff and campers to be successful

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to Michael.Morrell@Scouting.org

Facilities & Maintenance, In-person, 6 open positions

Overview of Position

Facilities & Maintenance Staff (Skilled Trades)

Responsibilities/Duties/Projects

Facilities & Maintenance duties can include the following:

Position Requirements

- Minimum age 18
- Ability to communicate in English
- Able to pass a criminal background check
- Complete BSA Youth Protection training
- Basic First Aid / CPR training (recommended)
- Licensed driver

Duties & Responsibilities:

- Have a basic knowledge of hand and power tools
- Landscaping work
- Cleaning and sanitation of facilities
- Trash removal
- Basic repairs to equipment and facilities
- Willingness to learn skills such as plumbing, carpentry, painting, and electrical
- Assists in keeping facilities and all equipment clean and litter free
- Auditory ability to respond to critical incidents
- Ability to perform routine first aid task
- Ability to lift up to 50lbs.
- Reports maintenance and facility needs to the Services Director
- Carries out other duties as assigned by the Services Director or Camp Ranger

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to Michael.Morrell@Scouting.org

Anchor House Inc.

482 Centre Street, Trenton, NJ 08611

Intern– Data Analytics, Insights and Reporting, In-person, 1 open position

Overview of Position

Do you love working with data and want to be part of an agency that is working to end youth homelessness? Then intern at Anchor House! Anchor House is a nonprofit agency located in Trenton, New Jersey offering safe housing, crisis intervention, community outreach, and supportive services to youth and young adults who have runaway, are at risk of, or experiencing homelessness, neglect, or abuse. We provide a comprehensive and trauma-informed system of care to help our youth and their families prepare for productive and independent lives. The mission of Anchor House is to provide a safe haven where abused, runaway, homeless, aging out and at risk youth and their families are empowered to succeed and thrive. Visit our website www.anchorhousenj.org to learn more about our agency.

This opportunity will give an undergraduate student an opportunity to gain hands-on experience performing data analysis and developing data collection processes at our agency. The intern will have the chance to work across departments at our agency including but not limited to our shelter, housing programs, mental health and outreach services.

It is an exciting time at our agency as we have purchased a new system, Apricot, and, by the time the intern comes onboard, implementation will have begun. Our intent with purchasing a new database is to be able to capture and collect data more easily across programs and streamline some of our processes to meet both our programming and fund development needs.

Responsibilities/Duties/Projects

Intern– Data Analytics, Insights and Reporting duties can include the following:

- Work with staff to ensure their current data collection systems and needs. Work with program and administrative staff to ensure appropriate data is being collected, measured and communicated for accuracy of establishing baselines and gathering data for and reporting results.

- Enter data in various systems; create and generate reports (applicant is not expected to know systems specific to our agency like Apricot that we use to collect data - training will be provided)
- Assist with the continuous cleanup of data and importing it into the database
- Involved in the development of evaluation tools for our various programs including streamlining evaluation processes (i.e. utilizing Apricot to do evaluations previously done manually)
- Generate reports and metrics regularly
- Review current website analytics and other online communication vehicles to identify trends and patterns (social media, e-blasts); setup and provide insight on analytics; and see if we are on target to meet metrics identified in Communications Plan
- Suggest ways to streamline data collection processes
- Troubleshoot issues with data collection, including ones specific to Apricot
- Monitors agency input of data, tracks quality issues and addresses discrepancies
- Provide general administrative support; performs data entry, document scanning, report running, and electronic filing as needed to support program operations
- Performs other duties as assigned

Qualifications

- Preferably major in Computer Science or a related field; strong interest in data analysis
- Attention to detail
- Willingness to learn new systems and applications
- A positive attitude

Desired Majors

Computer Science, Information Systems & Technology

How To Apply

Send resume, cover letter, and transcripts to ncody@anchorhousenj.org

Boys & Girls Club of Newark

1 Avon Ave Newark, NJ 07108

College Level Development Intern, Hybrid, 3 open positions

Overview of Position

Reports to: Development Associate and Alumni Coordinator or Director of Development
 Hours: Monday 10am – 2:00pm , Tuesday 10am – 4:00pm , Wednesday 10am – 2pm (hours may differ based on special events)

Our missions of the Boys and Girls Club of Newark (BGCN) is to enable all of Newark's youth to become caring, productive, and responsible individuals.

Founded in 1938, the Boys and Girls Club of Newark is a non-profit organization serving youths to help them achieve academic success, build good character, and citizenship, and lead healthy lifestyles. In our after school and summer camp programs, BGCN's team of dedicated youth development professionals help to ensure our members (ages 5-18) are demonstrating good character and citizenship, living a healthy lifestyle, and on track to graduate high school with a plan for the future.

The Boys and Girls Club of Newark Development Intern will work closely with the Development Associate with direction from the Director of Development and Chief Executive Officer on projects that will aim to support and sustain the development department and overall organizational financial goals. The position requires strong organizational skills and the ability to prioritize as well as multi-task.

Responsibilities/Duties/Projects

College Level Development Intern duties can include the following:

- Generate marketing materials and engage in public relations efforts via traditional and social media outlets.
- Assist in website overhaul and start a blog, highlighting members stories and local, state, or federal youth development stories.
- Grow visibility in the community, build partnerships for BGCN across non-profit and education sectors
- Development support focused on prospect research for new grants or funding streams. Review Grants matrix with Development team, presenting which grants to tackle for upcoming month(s) and which are fast approaching.
- Gathering demographic and metrics for data for grants.
- Support and work with the Development team to advance fundraising events , i.e 5K to Wellness, Day for Kids, Evening of the Stars, Golf Outing , etc.
- Supporting individual donor follow up from previous year, i.e timely administration of donor acknowledgement letters and matching gift forms and submissions
 - Call donors at the \$500-\$1,000.00 to thank them for their donation, and provide program updates and news
 - Assist in typing thank you letters and double review before printing
- Supporting fundraising strategies against numbers from previous year to match or exceed monthly
- Other administrative tasks to support Development Department goals

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to agonzalez@bgcn.org

Boys & Girls Clubs of Gloucester County

123 High Street East, Glassboro, NJ 08028

Resource Development Intern, Hybrid, 1 open position

Overview of Position

The Resource Development intern assists the Development (fundraising) department of the a non-profit organization in its many functions including donor campaigns, events and grants.

Responsibilities/Duties/Projects

Resource Development Intern duties can include the following:

Grants & Donor Research Function:

- Assists in funding research. This includes:
- Grant Research- utilizes a research checklist that the Development Director will provide for intern to identify and qualify grant prospects.
- Sponsorship Research- For sponsorships that require formal submissions, a similar process will be utilized.
- Assists in donor research. This includes:
- Identifying correct contact information so that the Development & Executive Assistant can input it into database.
- Donor profile research which may include wealth research.
- Assists in other duties as needed, including writing and submission of grants.

Data Analysis & Financial Reporting Function:

- Assists in analyzing data from various sources. This may include:
- Fundraising data- utilizes Excel to compile and analyze fundraising history.
- Marketing data- utilizes analytics to determine trends.
- Assists in creating reports of various types. This may include:
- Reports generated by our Bloomerang database.
- Reports generated via external data collection by third parties (such as Facebook.)
- Assists in creating Excel and PowerPoint presentations. This may include:
- Graphs and charts
- Slides that embed numerical analysis

Outreach & Executive Assistant Function:

- Assists CEO, Director of Development, and Development & Executive Assistant in meeting prep. This may include:
- Putting together folders, photocopying
- Helps implement Donor Cultivation & Outreach plan. This will include:
- Ongoing collection of business cards from networking meetings

- Entry of business card information into Excel
- Follow-up e-mails to every person Rob or Tay meet at their networking meetings

All Resource Development interns will assist in other areas as needed, including preparation and logistical follow-up for upcoming events.

Desired Majors

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

How To Apply

Send resume and cover letter to rkutzik@gcbgc.org

Boys & Girls Clubs of Gloucester County

Youth Development Professional Intern (YDP1), In-person, 4 open positions

Overview of Position

Assist with implementing activities provided within a specific program area that supports our priority outcome areas of Academic Success, Healthy Lifestyles, Good Character and Citizenship.

Responsibilities/Duties/Projects

Youth Development Professional Intern (YDP1) duties can include the following:

Prepare Youth for Success

- Create an environment that facilitates the achievement of Youth Development Outcomes
- Promote and stimulate program application
- Register new members and participate in the club orientation process
- Provide guidance and role modeling to members

Program Development and Implementation

- Effectively implement programs, services and activities for members and youth visitors.
- Monitor programs, services and activities to ensure safety of members, quality in programs and appearance of the center at all times.

Health and Safety

- Ensure a healthy and safe environment.

Desired Majors

Education, Open to all Majors

How To Apply

Send resume to ghodges@gcbgc.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.

Responsibilities/Duties/Projects

Program Associate - Nonprofit Management duties can include the following:

- 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>

Chabad of Hackensack Inc

280 Summit Ave, Hackensack NJ 07601

Rabbinical intern, In-person, 2 open positions

Overview of Position

A Rabbinical Intern at a Chabad House is primarily responsible for assisting in community engagement and educational initiatives. This role involves organizing and leading religious events, Shabbat services, and holiday programs, providing pastoral support to community members, and fostering a welcoming environment. The intern also participates in the planning and delivery of educational programs like Torah classes and lectures. Additionally, they may be involved in outreach efforts, youth activities, and administrative tasks, all under the guidance of the senior Rabbi. This position requires a deep understanding of Jewish traditions, excellent communication skills, and a strong commitment to community service.

Responsibilities/Duties/Projects

Rabbinical intern duties can include the following:

- **Community Engagement:** Organizing and leading religious events, Shabbat services, and holiday programs. Providing pastoral support and fostering a welcoming, inclusive environment for community members.
- **Educational Programs:** Assisting in planning and delivering Torah classes, lectures, and other educational initiatives to various age groups within the community.
- **Youth Activities:** Participating in and possibly leading youth-oriented programs, including educational and social activities, to engage younger members of the community.
- **Outreach Efforts:** Contributing to outreach initiatives aimed at strengthening community ties and encouraging participation in Jewish life and traditions.

- **Administrative Support:** Assisting with the administrative aspects of running the Chabad House, including event planning, communication with community members, and other organizational tasks.
- **Special Projects:** Involvement in specific projects as needed, which may include community development programs, interfaith dialogue, charity events, or other initiatives that align with the goals of the Chabad House.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to rabbi@chabadhackensack.com

Christ Church USA

140 Green Pond Road, Rockaway, NJ 07866

Social Media Intern, Hybrid, 1 open position

Overview of Position

The Social Media Intern will be working mainly with the marketing team and assist in the advertising and promotion of upcoming events based on the CC 2024 calendar. The candidate will assist in expanding our social media presence, cultivate and design social media campaigns, including recording and editing videos and photographs. This position will also be responsible for maintaining the social media performance reports and creating dashboards for review and analysis.

Responsibilities/Duties/Projects

Social Media Intern duties can include the following:

What You Will Do:

- Assist departments with advertising upcoming activities and events on social media.
- Manage and facilitate an attractive and engaging social media presence on all main social platforms.
- Maintain the social media reporting dashboard and help analyze campaign trends and kpi's.
- Record and edit videos and photographs.
- Capture prime, attractive moments to share on social media pages.

What You Will Learn:

- How to build a strong social presence and community following.
- How to navigate the system of algorithms, tags, and descriptions.

- How to successfully market and build awareness of key events through social media.
- How to build reports and analyze social media key performance indicators (KPIs).
- How to create inspiring content within brand guidelines and established content pillars.

Qualifications

- Creative and flexible.
- Solid understanding of main social media platforms (Facebook, Instagram, TikTok, YouTube).
- Proficient in Microsoft Office.
- Knowledge of Adobe Photoshop, Illustrator, Final Cut Pro, and iMovie. Knowledge of Canva/CapCut is a plus.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

Desired Majors

Communications, Business, Entrepreneurship & Human Resources

How To Apply

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

Accounts Payable Intern, In-person, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Accounts Payable Intern duties can include the following:

What You Will Do:

- Process check requests.
- Reconcile departmental statements.
Maintain documentation in accordance with organizational policy and accepted accounting practices.
- Create an SOP process through collection and comparative analysis of facts about positions.

- Work with a team to test SOP once completed and prove the positions duties and responsibilities.

What You Will Learn:

- How to create a Standard Operating Procedures (SOP)
How to document Finance and Accounting Processes in detail within a non-profit business model.
- How to engage in analysis and problem solving.

Qualifications

- Proficient in Microsoft Office Suite; intermediate skill level in Microsoft Excel.
- Strong verbal and written communication skills.
- Detail oriented.
- Organized, with an ability to prioritize time-sensitive assignments.
- Open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Successful completion of a background check required.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

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

Audio Engineering Intern, In-person, 1 open position

Overview of Position

As the Audio Engineering Intern, you will be working with the Media Department assisting in recording, monitoring, creating, assessing, etc. in audio and sound production projects.

Responsibilities/Duties/Projects

Audio Engineering Intern duties can include the following:

What You Will Do:

- Assessing the acoustics of the performance area and assembling and operating the necessary equipment.
- Consulting with producers and performers to determine the sound requirements.
- Selecting, positioning, adjusting, and operating the equipment used for amplification and recording.
- Applying technical knowledge of sound recording equipment to achieve the determined artistic objectives.

- Recording sound onto digital audio tape or hard disk recorders.
- Monitoring audio signals to detect sound-quality deviations or malfunctions.
- Anticipating and correcting any problems; maintain and repairing sound equipment.
- Integrating (synchronization) or pre-recorded audio (dialogue, sound effects and music with visual content.
- Re-recording and synchronizing audio (post-synching).
- Mixing and balancing speech, effects and music.
- Creating and altering sound effects for use in films, television, etc.

What You Will Learn:

- Live Audio Equipment Setup & Teardown (Speakers, microphones, wiring, etc.)
- Multitrack Live Recording
- Setup & Monitor In Ear Monitoring for Singers and Band
- Industry standard audio engineering software
- Live Mix Audio Engineering

Qualifications

- Production-the recording of all sound on set or on location on both campuses.
- Post-Production-the balancing, mixing, editing and enhancing of pre-recorded audio.
- Digital transfers-the ability to transfer digital files to support podcast online access and webcasts.
- Creative and flexible.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

Desired Majors

Engineering

How To Apply

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

Talent Acquisition Intern, Hybrid, 2 open positions

Overview of Position

The Talent Acquisition Intern will work in the Internship Department. The Christ Church Internship Program gives college students the opportunity to explore their future career, learn

business acumen by working in a corporate setting, and get a glimpse into the life of Christ Church staff members in their field of interest.

Responsibilities/Duties/Projects

Talent Acquisition Intern duties can include the following:

What You Will Do:

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

What You Will Learn:

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

Qualifications

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

Desired Majors

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

How To Apply

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

Marketing & Communications Intern, Hybrid, 2 open positions

Overview of Position

As the Marketing & Communications Intern, you will be working with the Marketing Department assisting in advertising, promotions, marketing, and editorial projects.

Responsibilities/Duties/Projects

Marketing & Communications Intern duties can include the following:

What You Will Do:

- Assist with proofreading websites and other marketing content for weekend services and various events.
- Handle writing/editing marketing materials for various projects.
- Assist in creation of landing pages and marketing campaigns via ideas, product testing, etc.
- Collaborate with Media, Social Media, and Design departments in producing marketing elements for campaigns, events, and initiatives.

What You Will Learn:

- How to develop and coordinate promotional schedules.
- How to work interdepartmentally to enhance effectiveness of marketing campaigns.
- How to market to different audiences (internal vs. external) through different mediums (website, social media, print, etc.).

Qualifications

- Proficient in Microsoft Office Suite.
- Strong verbal and written communication skills.
- Experience with Trello or other project management tools (such as Slack, Monday, etc.) preferred.
- Ability to handle deadline-driven copy editing for all marketing materials weekly.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications

How To Apply

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

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

Overview of Position

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

Responsibilities/Duties/Projects

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

What You Will Do:

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

What You Will Learn:

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

Qualifications

- Must have strong verbal and written communication skills

- Must be a self-starter and self-motivated; open to constructive criticism and feedback
- Must be a team player and flourish in a fast-paced, deadline-oriented environment
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments

Desired Majors

Communications, Technologies & Technicians, Humanities & Languages

How To Apply

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

Media Production Intern, Hybrid, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Media Production Intern duties can include the following:

What You Will Do:

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

What You Will Learn:

- Elements of developing a healthy functioning team atmosphere in a media setting
- Applicable leadership skills to apply in media production

- Firsthand experience in complete production process from conception to completion
- All roles in media, as well as how they relate with and function together

Qualifications

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

Desired Majors

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

How To Apply

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

Graphic Design Intern, Hybrid, 1 open position

Overview of Position

As the Graphic Design Intern, you will be working or associated with the Marketing Department assisting in designing and developing layouts for marketing materials.

Responsibilities/Duties/Projects

Graphic Design Intern duties can include the following:

What You Will Do:

- Create unique logos for upcoming events that will be featured on Christ Church website, print materials, banners, video graphics etc. reaching thousands of people weekly.
- Assist with the design and creation of marketing campaign materials.
- Engage with marketing teams on a regular basis to brainstorm ideas for new and innovative marketing campaigns.

What You Will Learn:

- How to design and develop the layouts for marketing materials using appealing graphics that are well organized with the target audience in mind.

- How to incorporate current design trends into each unique layout to produce an up-to-date style.
- How to create pristine, high-quality work from concept through to completion, utilizing strong written skills and effective visual ideas.

Qualifications

- Knowledge of Mac OS
- Minimum system proficiency in Adobe Creative Suite v4.1. Must know how to transfer digital files to support podcast online access and webcasts.
- Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

Desired Majors

Arts & Design

How To Apply

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

College Ministry Intern, Hybrid, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

College Ministry Intern duties can include the following:

What You Will Do:

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

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

What You Will Learn:

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

Qualifications

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

Desired Majors

Humanities & Languages, Social Sciences, General Studies

How To Apply

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

CIRCLE Learning Group Inc

1412 Stelton Road Unit 5, Piscataway, NJ 08854

Marketing Intern, Hybrid, 1 open position

Overview of Position

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates

educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

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

Responsibilities/Duties/Projects

Marketing Intern duties can 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

Qualifications

- You are an undergrad or graduate student in a related field
- You are actively looking for a chance to contribute positively to the lives of students and communities in urban demographics.
- You wish to acquire significant fundraising and nonprofit development experience.
- You desire to cultivate strong connections with benefactors, donors, and community stakeholders.
- You seek an opportunity to gain knowledge regarding non-profit financial management services.
- You have acquired grant management and proposal writing expertise or wish to acquire them.
- Capable of organizing and planning compelling fundraising initiatives and events.
- You wish to obtain experience in cross-functional collaboration and collaborate with other departments.
- You wish to investigate potential career paths.
- You wish to acquire practical experience that is pertinent to your academic pursuits or professional aspirations.

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

Apply through www.circlesteamlab.org or send resume, cover letter, and transcripts to interns@circlesteamlab.org

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 can include the following:

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

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

Qualifications

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

Desired Majors

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

How To Apply

Apply through www.circlesteamlab.org or send resume, cover letter, and transcripts to interns@circlesteamlab.org

Community Foodbank of New Jersey

6735 Black Horse Pike, Egg Harbor Township, NJ 08234

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

Overview of Position

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

Responsibilities/Duties/Projects

Distribution Specialist (Intern) duties can 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 can 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>

CFBNJ Child Nutrition Program Intern, In-person, 1 open position

Overview of Position

We are hiring undergraduate summer interns to help support our programming and work on projects that help us to provide comprehensive and innovative services to people in need. Intern(s) will become fully immersed in CFBNJ Operations and will have access to opportunities for professional engagement and mentoring by our staff.

The internship program will run from June 3, 2024 – August 9, 2024, and students may work up to 30 hours per week.

Responsibilities/Duties/Projects

CFBNJ Child Nutrition Program Intern duties can include the following:

- Coordinate development, implementation and planning of Child Nutrition Programs, leading efforts in the Family Pack Program, Kids Cafe, or Summer Food Service Program throughout the entirety of the program year. Evaluate and improve program activities to guide program participation and expansion.
- Engage with partners and participants to help evaluate program components and increase overall program participation.
- Collaborate with internal CFNBJ teams as well as external partners to provide quality, easily accessible services to program participants.
- Utilize and interpret program data to predict patterns and trends.
- Facilitate changes with the program site environment to support improvement in program processes and procedures that increase access to nutritious food and nutrition education among program participants

Desired Majors

Open to all Majors

How To Apply

Apply through www.cfbnj.org/career

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.

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 can 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

Covenant House New Jersey

330 Washington St., Newark, NJ 07102 or 929 Atlantic Ave., Atlantic City, NJ, 08401

CHART Intern, Hybrid, 2 open positions

Overview of Position

CHART (Covenant House Action and Research Tank) is an initiative of CHNJ that conducts research, develops evidence-based strategies, and seeks solutions for complex problems such as homelessness and human trafficking. Our approach rests on 3 core pillars- training & advocacy, research, and services. We provide training & technical assistance and advocate with outside entities to improve services for victims & youth, we conduct research that is geared toward developing best practices that serve as a model for service providers, and developing innovative practices that we integrate into our own services. Our goal is to improve and disrupt traditional

models of care and contribute effective, evidence-based, and client-centered program approaches to local and national dialogues.

The purpose of the CHART Intern is to assist with CHART initiatives related to research projects, program evaluation and improvement, data quality, training, and advocacy. The CHART Intern will support the work of the Associate Director and Director in organizing and launching new initiatives as well as managing ongoing agency needs related to research, learning, training, and advocacy. The CHART Intern is dedicated to providing absolute respect and unconditional love by advocating, listening, learning and serving.

Responsibilities/Duties/Projects

CHART Intern duties can include the following:

- Complete and assist with CHART projects assigned, that assist in reaching CHART goals and objectives.
- Assist with the collection of data and reporting via internal data platform
- Conduct and assist with internal program evaluation projects
- Support the program evaluation and direct care staff teams with the maintenance of data quality
- Assist with research projects on youth experiencing homelessness and victims of human trafficking
- Work with the team to co-develop and implement evidence-based approaches that would improve the quality of care and serve as a model for service providers in NJ and beyond.
- Assist with the development of training materials, and observe training and technical assistance sessions
- Work collaboratively inter-departmentally and through-out all sites to communicate and involve stakeholders in CHART initiatives
- Collaborate on agency-wide process improvement efforts
- Assist with advocacy initiatives to promote policies at the federal, state, and local levels that are supported by CHNJ's research, internal data, and experiences reported by youth and staff
- Support the development of materials (i.e., slide decks, infographics, etc.) that reflect CHNJ's work
- Assist as needed with grant writing and institutional giving projects
- All other duties assigned by management staff
- This position does not include direct care responsibilities with clients

Qualifications

- Graduate students preferred, graduating seniors planning on entering a graduate program will be considered
- Committed to the causes of ending youth homelessness and human trafficking
- Flexible, dynamic, creative problem solver.

- Strong ability to partner with staff and volunteers throughout the Covenant House organization
- Valid NJ driver's license with an insurable driving record
- Strong knowledge of Microsoft suite programs
- Individuals with lived experience of homelessness and human trafficking are strongly encouraged to apply
- Knowledge of Canva or other graphic design software

This is a hybrid position. The individual would be expected to spend a minimum of 20 hours at either the Newark or Atlantic City location to develop an understanding of programmatic operations, which informs CHART's research, program evaluation, and advocacy work.

Desired Majors

Social Sciences

How To Apply

Apply through covenanthousenj.org

Creative Change Counseling, Inc

Summer Internship for Recreations, In-person, 6 open positions

Overview of Position

Creative Change Counseling is seeking Summer Interns to positively guide, engage, and ensure the safety and well-being of our camp participants. The intern must be "camper" focused and have the ability to work effectively with a diverse group of campers. The intern must have great communication skills, a professional patient attitude, leadership qualities, creativity & enthusiasm, organization skills, interpersonal skills, adaptable, possess great work ethics, and overall genuinely care for children. CCC's goal is to provide a fun & learning experience for the campers and their families.

Responsibilities/Duties/Projects

Summer Internship for Recreations duties can include the following:

- Supervise and oversee camp participants at all times
- Serve as role model
- Plan, lead, educate, and implement recreational and educational activities
- Enforce rules and regulations
- Ensure equipment is used correctly
- Maintain clean work and play areas
- Offer healthy emotional support

- Resolve conflict & address behavioral issues, upon need
- Build healthy relationships with the children by showing compassion, empathy and understanding
- Participate in training workshops
- Assist with camp participant arrival and departure, upon need
- Adhere to the agency's policies and procedures
- Communicate effectively with campers, families & Recreational team
- Adhere to other duties as assigned

Desired Majors

Open to all Majors

How To Apply

Send transcripts to Dbutler@creativechangeinc.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 can 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

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 can 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

ELEVATE TO EVEN PLUS

Marketing Intern, Hybrid, 1 open position

Overview of Position

By developing, coordinating, and evaluating the marketing materials used to support the Eleven+ mission, the marketing internship role is critical for strengthening the Eleven+ Internship program and building awareness on how Eleven+ is expanding access to opportunities and making an equitable future possible for all.

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

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

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

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

that will be pushed out through the various channels for June, July, and the first week of August. The content calendar is to be developed in Word/Google/Canva.

- The intern will develop online marketing materials to support the Role Model Speaker Series and three regional networking events.

Qualifications

- Intern must be comfortable with Google & Office suite
- Some knowledge of Canva or other graphic design software is desired but not required.
- Demonstrated ability to handle multiple projects and work independently.
- Must be open to learning and comfortable asking questions.

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to internships@eleven-plus.org

FinTech & Sports Wagering Innovation Center

200 Hudson St. NJCU School of Business Suite 206

Marketing Internship, Hybrid, 2 open positions

Overview of Position

The Marketing intern will support the innovation center in promoting its events and programs to industry and to students and individuals in New Jersey. The role will include managing social media posting, photo and video content creation, and email marketing. The intern will also get experience in event planning and execution. They will also have opportunities to work with industry leaders, faculty, and state leadership.

Responsibilities/Duties/Projects

Marketing Internship duties can include the following:

- Execute marketing campaigns across various digital channels, including websites, social media, and email marketing.
- Manage organic social media posting and campaigns across multiple platforms
- Manage email marketing campaigns and list development
- Prepare and analyze reports of campaign performance
- Coordinate with other FTSWIC staff to develop digital content

Desired Majors

Business, Entrepreneurship & Human Resources, Arts & Design, Communications, Computer Science, Information Systems & Technology, Open to all Majors

How To Apply

Send resume to david@ftswinnovation.org

Free Public Library of the City of Newark, New Jersey (dba Newark Public Library)

5 Washington St, Newark NJ 07102

Part-time Social Media Intern for Library Makerspace, In-person, 1 open position

Overview of Position

The Newark Public Library is looking for a part-time Social Media Intern for a makerspace and entrepreneurship reference center for creative entrepreneurs in Newark. Social Media Intern supports the Made@NPL staff to develop and implement outreach and promotional campaigns to boost engagement and increase usage of equipment. The successful candidate will excel in creativity, communications, and customer service.

Responsibilities/Duties/Projects

Part-time Social Media Intern for Library Makerspace duties can include the following:

- Assist with the design and execution of social media campaigns
- Create weekly and monthly editorial calendars to promote Made@NPL on social media platforms such as Instagram and TikTok
- Work with Makerspace Manager to create and distribute content such as blogs, infographics, videos and on social media outlets
- Track social media engagement to identify high-performing ideas and campaigns for scalability
- Perform social media marketing research
- Respond to comments and DMs on social media platforms
- Brainstorm and research ideas for original content
- Create compelling graphics to share across social channels
- Write social media captions that speak to Newark Public Library patrons
- Help create and edit short-form videos
- Develop new strategies for increasing engagement
- Assist with photo/video content shoots
- Ensure brand message is consistent

Desired Majors

Communications

How To Apply

Send resume and cover letter to made@npl.org

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

Overview of Position

The Newark Public Library (NPL) has an opportunity for an Accounting and Finance Intern at its Main branch. The successful candidate will work under the supervision of the Comptroller and his/her designee(s) to engage in real-world experiences in fund accounting, audit preparation, forensic accounting research, financial reporting and other special projects as needed.

Responsibilities/Duties/Projects

Accounting and Finance Intern duties can include the following:

- Assist Finance Team members with documentation of processes and procedures
- Work hands on with Abila MIP Accounting and Financial System platform
- Assist with procurement, accounts payables and accounts receivables transactions and corrective journal entries
- Assist in the review and management of four fund streams for internal reporting and audit development
- Observe and assist in independent audit preparation processes
- Prepare financials for capital improvement projects
- Run reports for department level financial information for budget management purposes
- Create and distribute monthly and ad hoc financial reports to internal stakeholders
- Assist Finance Team members with special projects as needed

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Send resume, cover letter, and transcripts to Twright@npl.org

Administrative Intern, In-person, 2 open positions

Overview of Position

Work closely with colleagues in different departments to support their administrative needs.

Participate in team meetings and contribute ideas and suggestions for improvement.

Responsibilities/Duties/Projects

Administrative Intern duties can include the following:

General Office Support:

- Assist with answering and directing phone calls.
- Greet and assist visitors to the office.
- Handle incoming and outgoing mail and packages.
- Maintain a clean and organized office environment.

Data Entry and Record Keeping:

- Assist in data entry tasks, including updating databases and spreadsheets.
- Organize and maintain physical and digital files.

Administrative Tasks:

- Assist in scheduling appointments and meetings.
- Prepare and distribute documents, reports, and presentations.
- Assist in organizing and coordinating office events and activities.

Research and Analysis:

- Conduct research on various topics to support decision-making processes.
- Summarize findings and present information in a clear and concise manner.
- Collaboration and Teamwork:
- Work closely with colleagues in different departments to support their administrative needs.
- Participate in team meetings and contribute ideas and suggestions for improvement.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to lcolson@npl.org or Twright@npl.org

Fundraising Well

152 Pine St, Jersey City, NJ 07304

Marketing & Communications Associate, Remote, 2 open positions

Overview of Position

The Marketing & Communications Associate(s) will play a significant role in supporting the marketing, brand building, speech writing, and social media responsibilities of Fundraising Well and its clients.

Responsibilities/Duties/Projects

Marketing & Communications Associate duties can include the following:

- Manage social media content calendars across various platforms (Meta, LinkedIn, etc.) to ensure consistent brand messaging and engagement.
- Create compelling and visually appealing content, including graphics, images, and videos, to enhance brand presence and drive audience interaction.
- Monitor and analyze social media metrics with provided tools to track performance, identify trends, and optimize content strategies.
- Engage with the online community by responding to comments, messages, and mentions, fostering positive relationships with followers and addressing customer inquiries or concerns.
- Stay updated on industry trends, emerging social media platforms, and competitor activities to inform and improve social media strategies.
- Implement and manage social media promotions to encourage user participation and increase engagement.
- Generate regular reports on social media performance, highlighting key metrics, insights, and recommendations for continuous improvement.
- Assist in the development of marketing materials, including brochures, newsletters, and email campaigns, to support integrated marketing initiatives.
- Foster relationships with key colleagues, clients, and industry influencers to build a strong online community and leverage user-generated content, amplify brand reach, and build credibility within the target audience.
- Craft compelling and engaging speeches that resonate with the intended audience.

Desired Majors

Arts & Design, Social Sciences, Communications, Business, Entrepreneurship & Human Resources

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

Fundraising Well

152 Pine St, Jersey City, NJ 07304

Business Development Associate, Remote, 1 open position

Overview of Position

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

Responsibilities/Duties/Projects

Business Development Associate duties can include the following:

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

Desired Majors

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

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

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 can 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 Science, Technologies & Technicians

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

Organizational Strategy Associate, Remote, 1 open position

Overview of Position

The Organizational Strategy Associate will play a significant role in supporting the management and strategic direction of Fundraising Well's full suite of services. The Associate will analyze competition and sector needs to inform decision-making.

Responsibilities/Duties/Projects

Organizational Strategy Associate duties can include the following:

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

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

Desired Majors

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

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

Girl Scouts Heart of New Jersey

201 Grove Street, Westfield, NJ 07090

Social Media Intern, Remote, 1 open position

Overview of Position

Reporting to the Executive Assistant of Girl Scouts Heart of New Jersey's CEO, the Social Media Intern is responsible for effectively leveraging the CEO's social media platforms to amplify the CEO's voice and the council's mission of building girls of courage, confidence and character who make the world a better place, while fostering meaningful engagement with followers, members, and potential donors.

Responsibilities/Duties/Projects

Social Media Intern duties can include the following:

- Works closely with Executive Assistant and CEO to develop and implement a content strategy aligned with the CEO's voice and the council's goals to enhance the CEO's social media presence.

- Champions the CEO's social media presence on all relevant platforms.
- Serves as subject matter expert in social media platform functionality and analytics including, but not limited to, Facebook, Instagram and LinkedIn.
- Generates, edits, publishes, and shares engaging, diversified, relevant content across CEO's social media platforms that will drive brand awareness, increase membership and donor support.
- Creates weekly and monthly editorial calendars to promote GSHNJ brand on CEO social media platforms.
- Achieves the highest levels of support and responsiveness to social media followers by monitoring and drafting responses to user comments, messages and inquires on CEO social media platforms; escalates inquiries as appropriate.
- May attend council events to take photos and create engaging visual and written content highlighting CEO work in the community.
- Research industry trends and adjusts social media content to optimize user engagement and drive action across all major channels; stays up to date on best practices and emerging trends.
- Optimizes content for search engines to increase visibility and reach a wider audience.
- Maintains monitoring and analytics systems to track digital engagement and results and summarizes in reports.
- Collaborates with Marketing/Communications department to ensure CEO messaging aligns with brand and council's overall social media strategic plan. Brings the Girl Scout brand to life by using imagination and GSUSA toolkits, the brand voice, fonts, colors, and brand essence.
- Collects and pitches stories or articles highlighting accomplished Girl Scouts, alumnae, troop efforts of significance, and other stories which highlight council programs and mission.
- Engages with GSUSA and GSHNJ's marketing/communication department to remain current and compliant on marketing techniques and campaigns, branding, systems changes, programming, and opportunities relevant to members across all facets of council business.
- Ensures Girl Scouting is open to all appropriate youth and adults by actively participating in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.

Learning Goals

- Intern will practice professional written communication skills by developing content for the CEO's social media platforms
- Intern will practice critical thinking skills by analyzing CEO's current social media presence and developing a plan to increase and enhance its impact in the community
- Intern will build teamworking skills by working collaboratively with GSHNJ marketing teams to ensure CEO messaging aligns with the GS brand and council's overall social media strategic plan

Desired Majors

Communications

How To Apply

Apply through

<https://www.paycomonline.net/v4/ats/web.php/jobs?clientkey=949EE5FE7C8BB17E0C50B725DE2C7429>

Girl Scouts of Central and Southern NJ

40 Brace Road, Cherry Hill NJ 08034

Membership Development Intern, Hybrid, 1 open position

Overview of Position

Working closely with membership staff, the membership Development Intern is responsible to recruit and engage, girl and adult members in assigned geographical areas. This position engages various stakeholders (prospective customers, businesses, community leaders, etc.) within the community to market and sell the Girl Scout experience.

Responsibilities/Duties/Projects

Membership Development Intern duties can include the following:

- Implement developed recruitment strategies
- Market recruitment activities to ensure maximum participation
- Develop internal and external partnerships with key stakeholders to support recruitment efforts
- Develop and maintain positive internal and external customer relationships
- Accurate and timely completion of assigned work activities and reports
- This is not meant to be exhaustive of all tasks and responsibilities. Other duties may be assigned as needed or may be unique to a specific instance of a job.

Desired Majors

Open to all Majors

How To Apply

Send resume to rjanove@gscsnj.org

Girl Scouts of Central and Southern NJ

Camp Inawendiwin, 71 Powell Place Road, Tabernacle NJ 08088

Camp Oak Spring , 228 Weston Road, Somerset NJ 08873

Program Administrative Intern, In-person, 1 open position

Overview of Position

The Program Administrative Assistant's primary responsibility is to support all aspects of the camp program, especially programming and media. This person works directly with the Program Managers, Office Staff and Camp Administration to assist with and execute a quality camp experience. The Program Administrative Assistant will report directly to the Camp Director.

Responsibilities/Duties/Projects

Program Administrative Intern duties can include the following:

1. Provide assistance with all aspects of camp within our mission and outcomes.
 - Actively participate in all program areas as assigned.
 - Assist in all program areas and camp activities as directed.
 - Act as an assistant to all members of the Office Staff.
 - Can include (but not limited to) working in our Camp Store, conducting inventory of supplies, or general office duties.
 - Complete tasks assigned in a prompt and professional manner.
2. Assist in photography/videography/social media for Summer Camp
 - Capture images of daily camp activity and post to social media
 - Communicate with /Media Admin/Marketing Department as needed to ensure all branding guidelines are being respected
 - Assist on Facebook related communication
 - Organize all photos on an external hard drive to be submitted at the end of summer
 - Take group photos of programs
 - Set up location properly to achieve expected photograph outcome.
 - Work directly with Business Director to ensure that photos are printed and delivered to campers each week
3. Innovate current standards of information delivery
 - Create a "yearbook" or "newsletter" to send home to parents
 - Assist with any photography programs being offered at camp
4. Be a role model to campers and staff in your attitude and behavior.
 - Set a good example to campers and others in regard to general camp procedures and practices including sanitation, schedule, and sportsmanship.

- Follow and uphold all safety and security rules and procedures.

5. Positively Represent the camp when interacting with parents or community members.

- Provide parents appropriate feedback and information as needed for their campers to have a successful camp experience.
- Follow safety and security protocols when campers are in public while presenting a positive image of the camp.

Other Job Duties:

- Attend all training sessions before and during camp season.
- Adhere to all GSCSNJ council policies and procedures.
- Observe all safety precautions and comply with all GSCSNJ council health and safety rules and procedures.
- Adhere to dress code, as specified in Staff Manual.
- Participate enthusiastically in all camp activities, planning, leading and supervising those as assigned.
- Work with the Assistant Director to provide assistance as needed throughout camp.

Desired Majors

Open to all Majors

How To Apply

Send resume to rjanove@gscsnj.org

Girl Scouts of Central and Southern NJ

40 Brace Road, Cherry Hill NJ 08034

Fund Development Intern, Hybrid, 1 open position

Overview of Position

This position will assist the Fund Development team with securing financial support from individual donors and community sponsors for GSCSNJ annual fundraising appeals, such as, but not limited to, direct mail & online appeals, special events, and recurring donor program. Tasks include assistance with writing appeals, editing digital platforms, follow up outreach and phone calls to donors, vendors, and volunteers, assisting with donor acknowledgments/correspondence, and general duties to support the work of the VP, of Fund Development & Marketing.

This position is ideal for students majoring in Communications, Public Relations, Business, Marketing, English, or Nonprofit Studies.

Responsibilities/Duties/Projects

Fund Development Intern duties can include the following:

- Completes GSLearn Training modules online and develops an understanding of the Girl Scout Leadership Experience.
- Assists with researching local organizations interested in supporting Girl Scouts of Central and Southern NJ. Determines how to best contact these organizations and/or submit a letter of interest/proposal.
- Learn and utilize DonorPerfect platform and other essential databases to track donor information and manage fundraising efforts
- Communicate and collaborate with marketing team to support department fundraising initiatives
- Support coordination of fundraising events and campaigns
- Assist in completion of standard grant applications and reports under the guidance of the Grant Administrator
- Assist in creating and maintaining organized files containing proposal drafts, research materials, and related documents.
- Support in data entry and maintenance of records related to prospecting and pre-award services.
- Support the Fund Dev team with various projects that contribute to ongoing fundraising efforts including occasional in-person events.

Desired Majors

Open to all Majors

How To Apply

Send resume to rjanove@gscsnj.org

Glassboro Child Development Centers

31-35 South Main Street Glassboro NJ 08028

Special Support Intern, In-person, 6 open positions

Overview of Position

Special Support Intern will gain critical, measurable and resume-building experience in a real world program that supports the intern in learning about the implementation of targeted interventions for at-risk and special populations who are experiencing increased challenges during this pandemic recovery.

Responsibilities/Duties/Projects

Special Support Intern duties can include the following:

- Assist in accessing/connecting special services available in the community
- Develop safe, interactive, social and behavioral individual educational activities for assigned child(ren)
- Implement applicable student behavioral/academic interventions
- Assist with virtual and in-person family engagement activities
- Assist with data collection for funding reports
- Attend required agency meetings and training

Desired Majors

Arts & Design, Education, General Studies, Health Professions, Humanities & Languages, Social Sciences, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to jdillon@gcdckids.net

Gloucester County Habitat for Humanity

425 S Broadway, Pitman, NJ 08071

Marketing Internship, In-person, 1 open position

Overview of Position

The Marketing Intern will assist the Development Manager and Executive Director across all Habitat for Humanity marketing channels.

Responsibilities/Duties/Projects

Marketing Internship duties can include the following:

- Support marketing campaign planning and execution.
- Write copy for social media posts, promotional emails, and other marketing collateral.
- Assist in the creation of written, video, and image content for marketing channels.
- Participate in marketing brainstorming sessions.
- Take part in formal and informal training opportunities.
- Measure and report the results of marketing initiatives.

Desired Majors

Communications, Open to all Majors

How To Apply

Send resume to agriffiths@gc-habitat.org

Greater Atlantic City Chamber

PO Box 748, Northfield, NJ 08225

Intern, Public Policy, Hybrid, 1 open position

Overview of Position

Are you looking for an internship to develop your skills AND provide you with important and valuable connections? The Greater Atlantic City Chamber, with 450 members, is the region's most dynamic and effective business organization. We drive public policy, programs, and communications as well as focus on delivering value for our members.

As a Greater Atlantic City Chamber intern, you are exposed to the region's top businesses and leaders and gain valuable experience. An intern with the public policy team will gain firsthand experience learning impactful issues facing the business community on the local, state and federal levels. You'll also assist with research and development of relevant topics for communication initiatives and testimony.

Responsibilities/Duties/Projects

Intern, Public Policy duties can include the following:

- Providing data to the Chamber about current important business issues and what positions the state and US Chambers have taken on them
- Participating in as many public policy and government affairs activities and meetings as possible to see the process in action - This role will involve substantial interaction with Chamber volunteers and key local, state and federal elected officials
- Assisting the Affiliated Business Associations of Atlantic County which involves working with area business contacts to assist the region in obtaining support on projects
- Tracking current legislation and amendments moving through the congressional process
- Attending congressional hearings/markups and other policy events; summarizing policy debates
- Monitoring statements from policymakers and experts
- Preparing meeting, briefing, and presentation materials
- Formulating responses to questions and requests for information from external partner organizations and individuals

Desired Majors

Civics & Government, Communications

How To Apply

Send resume and cover letter to [**info@acchamber.com**](mailto:info@acchamber.com)

Haddonfield United Methodist Church

29 Warwick Rd, Haddonfield, NJ 08033

Digital Media Production Intern, In-person, 1 open position

Overview of Position

The Digital Media Production Intern will learn the entry-level basics of being a video professional, in order to help HUMC further its mission through digital technology. The Intern will gain experience implementing each aspect of digital video content creation, including concept ideation, pre-production logistics, production filming, and post-production tasks. The Intern will produce digital content, as well as live-streaming of worship and other events. Through collaboration with staff and laity, the Intern will participate in expanding team members' skillsets and broadening the possibilities for implementation of digital technology in their work.

Responsibilities/Duties/Projects

Digital Media Production Intern duties can include the following:

1. Technological Competencies to be Acquired

- Camera/videography basics (composition, lighting, ISO, aperture, exposure)
- Build skills with video equipment (e.g., gimbal, slider including remote/motor/focus)
- Lighting and Sound basics
- Video editing and production software, techniques, and best practices (including Adobe Creative Suite products, researching and curating footage, photography, and music from stock houses (e.g. Getty, Soundstripe))

2. Key Responsibilities

- Create training resources (video and manual) and hold training sessions on all equipment (soundboard, cameras, live-stream equipment, lighting)
- Collaborate to create and produce a series of videos, including sermon trailers, mission moments, and classes
- Participate in a recording of regular worship elements and live worship production
- Help with operationalizing ProPresenter 7 to integrate into live-streaming
- Learn from professionals within our community
- Implement organizational strategies (cord management, file management)
- Document live-streaming best practices to create training materials

Desired Majors

Communications, Open to all Majors, Technologies & Technicians

How To Apply

Send resume and transcripts to **We have a potential intern for this position this summer, but email address to contact is jyang@haddonfieldumc.org**

Hamilton Partnership for Paterson

39 McBride Avenue Ext., Paterson, NJ 07501

Marketing, Events and Communications Coordinator, Hybrid, 1 open position

Overview of Position

The summer intern will gain valuable knowledge and skills under the guidance of HPP's Executive Director and the Partnerships and Program Manager, two highly experienced non-profit professionals with over 30 years of combined experience. The intern will work collaboratively with the National Park Service staff and other local partners to plan and coordinate social and cultural public events at the Paterson Great Falls National Historical Park throughout the summer. In this capacity, the intern will gain exposure to a variety of careers and skills, and will interact with diverse stakeholders in the private, public and non-profit sectors. The ideal candidate will have an interest in learning about non-profits and/or parks management.

In addition, the summer intern will design and implement strategies to promote the Great Falls as a destination among residents and beyond. The summer intern will have the opportunity to learn about the benefits of urban parks and park management and support events and activities aimed at expanding park offerings for the benefit of the city.

Responsibilities/Duties/Projects

Marketing, Events and Communications Coordinator duties can include the following:

Responsibilities

Event logistics

- Support with the logistics and coordination of music/arts/cultural events to be held at the park during the summer of 2024 (3-5 events) including coordination with vendors, National Park Staff and other partner agencies, ordering supplies and materials, events set up, support during the events as needed, event wrap up, evaluation and gathering feedback to improve future offerings.
- Support with planning for events to be held in the fall of 2024.

Marketing, communications and social media

- Develop a marketing and outreach campaign including materials and other dissemination strategies to promote the park events among residents and surrounding communities.
- Maximize the use of Social Media posts and identify other platforms to promote the events.
- Create promotional materials and signage to increase awareness about park events.

Communications and Community engagement

- Help create and disseminate a survey to invite ideas from the local community about their vision for the park and other events they would like to see in the park. Analyze survey data and summarize results.
- Contribute to the development of a marketing plan to promote the Falls and Paterson as a destination, including creation of marketing and outreach materials, identification of additional channels and platforms to market the Park, and promotion of the Mill Mile app.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to adelpino@hamiltonpartnership.org

Hamilton Partnership for Paterson

39 McBride Avenue Ext., Paterson, NJ 07501

Great Falls Youth Corps Ambassadors Summer Program Coordinator, In-person, 1 open position

Overview of Position

The summer intern will gain valuable knowledge and skills under the guidance of HPP's Executive Director and the Partnerships and Program Manager, two highly experienced non-profit professionals with over 30 years of combined experience. In addition, the intern will work closely with the National Park Service's Interpretation, Education, and Volunteers Division Manager, a well-known expert in the field of Parks Management, and a talented staff of Park Rangers and volunteers to plan and oversee the implementation of the GFYC summer program. The ideal candidate will have an interest in learning about non-profits and/or parks management and working directly with high school students.

The summer intern will have the opportunity to learn about the benefits of urban parks and park management and work with NPS staff and Youth Corps participants on visitor services, tour facilitation, hands-on educational activities, light landscaping, and a special capstone project to benefit the community.

In addition, the summer intern will receive extensive training in the history and ecology of Paterson Great Falls National Historical Park (PAGR), its national significance, and its connection to the NPS, with the goal of sharing this knowledge with the GFYC participants. She/He will work with NPS staff to train GFYC participants in the importance of the national history and local geology of the site.

Responsibilities/Duties/Projects

Great Falls Youth Corps Ambassadors Summer Program Coordinator duties can include the following:

Mentoring responsibilities

- Work closely with the Park Rangers to provide coaching and guidance to GFYC participants to ensure they have the necessary resources to complete the various assignments.

Park Programming and Management

- Support NPS staff and mentor GFYC participants in the planning, execution, and programming of special events such as the Latino Conservation Week, National Park Week, and National Public Lands Day.
- In collaboration with the park staff, train GFYC participants on visitors' services to enable them to provide information to park visitors and lead tours of the park.
- In collaboration with the park staff, guide GFYC participants in the design and creation of a three-hour summer camp type program to be given several times during the summer. Topics will include exploring point and non-point source pollution using and Enviroscope, living history demonstrations about the industrial history of Paterson, innovations behind the James Webb Space Telescope (with partners), and learning geology through art.
- Support the coordination of up to four educational field trips to thematically related sites, to expose GFYC participants to career opportunities in the NPS.

Administrative responsibilities

- Identify supply needs and order supplies needed for the program.
- Follow up on orders and disseminate supplies to program participants.
- Support participants with on-boarding paperwork, such as internship agreements and W-9s.
- Keep track and collect participant's timecards.
Work with HPP and NPS staff to decide on trip locations and managing logistics of the trip such as obtaining permission slips and making the necessary reservations.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to adelpino@hamiltonpartnership.org

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

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

Overview of Position

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

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

Responsibilities/Duties/Projects

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

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

Desired Majors

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

How To Apply

Send resume and cover letter to info@heritageglassmuseum.org

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

Digital Media Assistant, In-person, 1 open position

Overview of Position

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

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

Responsibilities/Duties/Projects

Digital Media Assistant duties can include the following:

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

Desired Majors

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

How To Apply

Send resume and cover letter to [**info@heritageglassmuseum.org**](mailto:info@heritageglassmuseum.org)

HOUSING AUTHORITY OF THE CITY OF ELIZABETH

688 MAPLE AVENUE, ELIZABETH, NJ 07202

CASEWORKER, In-person, 5 open positions

Overview of Position

The Case Manager Intern will work with the Housing Authority of the City of Elizabeth to provide supportive services to low-income residents of HACE as well as participants enrolled in HACE's grant programs. The intern will assist Property Management and Case Managers in delivering a broad range of counseling and referral services, including job training and placement, educational assistance, financial literacy, and occupational therapy. The Case Manager Intern will support the mission and the vision established by the Authority's Board of Commissioners and Executive Director. The intern will gain valuable experience in case management and social services while contributing to the betterment of the community.

Responsibilities/Duties/Projects

CASEWORKER duties can include the following:

- Assist in conducting assessments with prospective participants to determine program eligibility, identify service needs and barriers to achieving self-sufficiency, develop individual development plans with participants, and make referrals or linkages to community agencies.
- Work with HACE's Resident Association and Property Manager to ensure an understanding of the needs of and appropriate service delivery to participants.
- Maintains contact with community agencies for the provision of services for participants.
- Assist in organizing and conducting meetings to inform interested and/or selected participants about grant programs
- Evaluate each participant's need for assistance with supportive services; employment barriers, transportation, substance(s) abuse, mental health issues, child care, housing, etc., and refer participants to appropriate services.
- Assist in coordinating and conducting weekly/monthly workshops and programs focusing on life skills that will help participants achieve self-sufficiency.
- Assist with marketing and outreach initiatives to increase awareness, program marketing, and program utilization.
- Maintain accurate and confidential individual files and records in a professional context.
- Shall perform any other duties as assigned
- Support collection and tracking of overall participant outcomes, including case management notes; utilize data to anticipate successes and failures and further program planning.

Desired Majors

Social Sciences

How To Apply

Send resume, cover letter, and transcripts to CMYERS@HACENJ.COM

ACCOUNTING INTERN, In-person, 1 open position

Overview of Position

Under the supervision of the Director of Finance, the accounting intern will perform routine accounting functions focused on maintaining and analyzing accounting records while using specialized computer software systems.

Responsibilities/Duties/Projects

ACCOUNTING INTERN duties can include the following:

- Process resident rent payments for public housing properties in Tenmast software.
- Track rent and evaluate tenant accounts receivable in Excel
- Balance and close out daily rent deposits.
- Code vendor invoices to the correct account and process for payment.
- Assist with the preparation of monthly journal entries.
- Assist with the quarterly budget to actual reporting and evaluating variances.
- Assist with the preparation of year-end work papers.
- Assist with ad hoc reporting request.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Send resume, cover letter, and transcripts to CMYERS@HACENJ.COM

Hyacinth AIDS Foundation

317 George Street, ste 203, New Brunswick, NJ 08901

Asst to the Director of Development, Hybrid, 1 open position

Overview of Position

This person will be responsible for administrative tasks for the Department of Development related to fundraising events, digital marketing/media and donor record maintenance.

The ideal candidate will be an all-star, have an outgoing personality, possess strong organizational skills with a focus on detail and be experienced in content creation for social media platforms. Strong written and verbal communication skills are a must.

Responsibilities/Duties/Projects

Asst to the Director of Development duties can include the following:

- Assist the Director of Development with activities including but not limited to mailings, outreach and maintaining data integrity.
- Develop media strategy and approach to promote the agency and services across all social media and communication platforms.
- Monitor campaign performance and recommend optimizations in collaboration with the project.
- Maintain integrity of Development database including input/output of gifts/donations, donor information, fundraising reports, acknowledgement letters.
- Hands on Event Coordination for the agency's fundraising events.
- Assist Director of Development with web site management including edits, content development and general updates.
- Assist in the stewardship of donors at all levels.
- Observe established administration procedures.

Qualifications

- Commitment to Hyacinth philosophy.
- Demonstrated ability to work with people of a diverse background and interests.
- Proficiency in written and verbal communication.
- Proficient in PowerPoint, Canva, Constant Contact.
- Ability to analyze data for trends, highlights and errors.
- Accuracy and initiative in all areas of responsibility.
- Strong knowledge of social media platforms, metrics and analysis
- Access to currently registered car and a valid driver's license
- Bachelor's degree and one year of professional work experience. A candidate who has no degree but seems exceptionally suitable will be con

Desired Majors

Communications, Arts & Design

How To Apply

Send resume and cover letter to amwilliams@hyacinth.org

iEvolue Experience

Social Service Coordinator, Hybrid, 2-3 open positions

Overview of Position

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

Responsibilities/Duties/Projects

Social Service Coordinator duties can include the following:

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

Desired Majors

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

How To Apply

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

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

3 Rutgers Plaza, New Brunswick, NJ 08901-85529

Design Researcher, In-person, 30 open positions

Overview of Position

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

information technology and informatics, market research analyst, user research and design (UX), research assistant, communications specialist, etc.

Design Research Interns apply to a specific specialization:

Justice Health:

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

Food Distribution Programs:

Work with organizations involved with community food distribution to develop media outreach and education campaigns that drives awareness, improves accessibility, and facilitates engagement with food resources within the community. This specialization is great for those interested in learning about designing and producing communication campaigns, user experience (UX) research and design, and mobilizing ideas into action.

Energy and Environmental Innovations:

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

Immigrant Services:

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

Emerging Technologies:

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

Responsibilities/Duties/Projects

Design Researcher duties can include the following:

- Work with the community partner to identify and prioritize research-led opportunities and solutions to improve services, product, and/or organizational processes

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

Desired Majors

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

How To Apply

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

International Rescue Committee

208 Commerce Place, 4th Floor, Elizabeth, NJ 07201

Workforce Development Intern, In-person, 3 open positions

Overview of Position

International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in more than 40 countries and over 20 U.S. cities, the IRC provides resettlement, education and empowerment support to refugees and displaced people.

A workforce development volunteer typically plays a vital role in supporting and contributing to various aspects of workforce development initiatives within an organization.

Program Support: Workforce development volunteers often assist in the planning, coordination, and implementation of workforce development programs and initiatives. This may involve tasks such as conducting research, preparing program materials, assisting with logistics, and tracking program outcomes.

Outreach and Recruitment: Workforce development volunteers might be involved in outreach activities to promote workforce development programs to IRC clients. This could involve attending career fairs, conducting informational sessions, or developing marketing materials.

Data Analysis and Reporting: Volunteers may assist in collecting, analyzing, and interpreting data related to workforce development programs. This can include tracking participant demographics, program outcomes, and performance metrics. They may also help in preparing reports and presentations summarizing the findings.

Research and Trend Analysis: Volunteers might be tasked with conducting research on labor market trends, industry needs, or best practices in workforce development. This research can inform the development of new programs or the improvement of existing initiatives.

Administrative Support: Workforce development volunteers often provide general administrative support to the team, which may include tasks such as scheduling meetings, organizing files, preparing documents, and responding to inquiries.

Responsibilities/Duties/Projects

Workforce Development Intern duties can include the following:

- Assist employment coordinator in day-to-day administrative responsibilities.
- Coordinate and perform advanced administrative tasks.
- Conduct more complex research to assist team members.
- Assist with the preparation of data for projects and studies; compile statistics as required or requested.
- File, retrieve, collect, organize, manage, and distribute information from diverse internal and external sources.
- Perform assigned project tasks within specified timeframes.
- Conducting basic marketing functions.
- Coordinate social media efforts across multiple platforms.
- Perform complex library searches, reading and copying relevant materials.
- Perform site visits and help refugees in taking public transportation
- Perform data entry.
- Perform other duties as required.

Desired Majors

Open to all Majors

How To Apply

Apply through www.rescue.org/elizabeth

International Rescue Committee

208 Commerce Place, Elizabeth, NJ 07201

Resettlement Intern, In-person, 3 open positions

Overview of Position

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 28 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home.

The Refugee Resettlement Volunteer will assist case management staff in providing reception and placement services to newly arrived refugees as they adjust to their new lives in the US. (S)he will play a key role in helping refugee families access needed benefits and services within their first month to six months in the United States. The Volunteer will also perform a series of clerical and administrative duties to ensure client files are kept up to date.

Responsibilities/Duties/Projects

Resettlement Intern duties can include the following:

- Assist casework staff with reception services to clients, including setting up apartments for new arrivals; assisting clients with application for Social Security and state ID cards; teaching clients how to cash checks and use public transportation; accompanying clients to medical appointments, grocery shopping, and school enrollment.
- Help clients prepare and understand forms and paperwork.
- Facilitate group orientations to ensure clients have a good understanding of the Reception and Placement (R&P) program – (IRC will provide training to volunteer)
- Assist staff with sorting and filing of documents and case files.
- Ensure client success with a strong emphasis on empowerment through high quality service that supports clients to thrive in their community.
- Adhere to IRC policies, particularly those related to confidentiality and client privacy.
- Display sensitivity to cultural and personality differences of refugee clients. Respect their beliefs and values.
- Perform reception duties such as greeting visitors to the office and connecting them to appropriate staff.
- Other related duties as assigned, including answering and directing incoming phone calls.
- Provide translation and interpretation when necessary.

Qualifications

- High school diploma or undergraduate level preferred.
- Languages desired but not required: French, Spanish, Arabic, Dari/Farsi, Pashto, Kiswahili or Kinyarwanda.
- Strong desire to help refugees rebuild their lives in New Jersey.
- Ability to work independently and with high attention to detail.

- Competency in Microsoft Office, data tracking, and file management.
- Excellent attention to detail and effective communication skills.
- Demonstrated ability to work effectively in a multicultural environment.
- Patience, understanding, flexibility, and an unceasingly positive attitude.
- Willing to learn about IRC history, philosophy, global work, and local efforts.
- Willing to adhere to IRC volunteer and workplace policies.
- Able to transport clients locally by public transportation. Transporting clients by car is a plus.
- Ability to work independently and with high attention to detail.

Desired Majors

Open to all Majors

How To Apply

Send resume to fiorella.rodriquez@rescue.org

Immigration Intern, In-person, 1 open position

Overview of Position

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and over 20 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home.

The Immigration Department Intern will assist immigration staff in providing services to refugees, asylees, and other immigrants such as adjustment of status, citizenship, and family reunification. (S)he will work closely with immigration staff to draft applications and provide follow-up communication to clients. The intern will also perform a series of clerical and administrative duties to ensure client files are kept up to date.

Responsibilities/Duties/Projects

Immigration Intern duties can include the following:

- Assist immigration staff in providing services to clients, including setting up legal consultations and drafting immigration applications under the supervision of an immigration attorney and a DOJ accredited representative.
- Perform research to connect clients to services including food pantries, mental health services, and more.
- Assist staff with sorting and filing of documents and case files.
- Adhere to IRC policies, particularly those related to confidentiality and client privacy.
- Display sensitivity to cultural and personality differences of clients. Respect their beliefs and values.

- Perform follow-up communication to clients and inform them about the status of their cases and explain processing delays. Prepare change of address forms with USCIS (The U.S. Citizenship and Immigration Services) as needed.
- Provide translation and interpretation when necessary.
- Other related duties as assigned.

Desired Majors

Civics & Government

How To Apply

Send resume and cover letter to Fiorella.Rodriguez@rescue.org

Adult Education Intern, Hybrid, 1 open position

Overview of Position

International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in more than 40 countries and over 20 U.S. cities, the IRC provides resettlement, education and empowerment support to refugees and displaced people.

The Adult Education Intern assists newly arrived refugee clients in a multi-level and culturally diverse English for Speakers of Other Languages (ESOL) classroom to gain English literacy and comprehension skills. This intern will also assist in supporting logistics for cultural orientation (CO) classes, where newly arrived refugee clients gain an understanding of community resources and expectations for the resettlement period.

Responsibilities/Duties/Projects

Adult Education Intern duties can include the following:

Cultural Orientation (CO)

- Provide logistical assistance for remote CO sessions, including scheduling CO sessions with clients, technical support, preparing materials, and helping with documentation, among other tasks.
- Provide logistical assistance for onsite CO classes, including scheduling CO sessions with clients, setting up the physical classroom space, preparing materials, ordering lunch, and helping with documentation, among other tasks.
- Contact clients and provide reminders before each CO class.
- After CO, conduct and document assessments with each client to assess their understanding of cultural orientation content.
- After CO, provide resources and information requested by the clients.
- Facilitate CO classes in one-on-one and group settings as needed in English or other languages with interpreters.

LEARNING OBJECTIVES:

- Interns will learn about refugee resettlement and refugee social services.
 - Interns will develop administrative, digital literacy, and presentation skills.
 - Interns will learn how to interact with multicultural and limited English-speaking clients.
 - Interns will learn about the various management responsibilities of a complex educational program.
 - Interns will learn to coordinate and communicate with stakeholders to plan and implement educational workshops and special events.
- Interns will learn to work with a diverse staff

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to Fiorella.Rodriguez@rescue.org

Community Engagement Intern, Remote, 1 open position

Overview of Position

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in over 40 countries and 29 U.S. cities to restore safety, dignity and hope, the IRC leads the way from harm to home. The IRC in NJ was founded in 1984. As the largest refugee resettlement agency in NJ, the IRC in NJ resettles an average of 400 refugees into NJ annually and provides additional services and assistance to another 2,500 refugees and asylees.

This volunteer assignment is located within the Community Engagement Department, whose purpose is to establish strong, mutually-beneficial connections between the community and the IRC in NJ order to garner, in-kind and volunteer resources for clients. The Community Engagement Volunteer will work closely with the Community Engagement Manager and Community Sponsorship Coordinator towards these goals in order to enhance the IRC in NJ's ability to meet client needs. This position is an unpaid volunteer assignment and requires a minimum of 10 hours a week for at least three months.

Responsibilities/Duties/Projects

Community Engagement Intern duties can include the following:

- Assist in maintaining accurate, up-to-date data across pertinent databases;
- Collect and record community engagement prospect information
- Attend community engagement events and information sessions
- Assist in recruiting volunteers, interns, community sponsors and Americorps members;
- Help maintain accurate, up-to-date data across pertinent databases;

- Record and analyze program data pertaining to volunteers, interns, community sponsors and Americorps members;
- Compile and post volunteer descriptions as needed;
- Assist with community engagement, volunteer recruiting and management, external communications, in-kind donations related tasks as needed;
- Attend and actively participate in staff meetings and special staff development programs.

Qualifications

- Ability to work effectively in an environment that is multi-cultural and multi-lingual, experience using interpreters desired
- Highly effective communication skills, demonstrating strong partnership skills, emotional intelligence, and situational awareness
- Highly adaptable and flexible self-starter with ability to work independently as well as collaborate with others, juggle multiple priorities, and meet deadlines in a demanding work environment
- Proficient in the use of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
Fluency in English; written and spoken
- Working Environment: Standard office working environment with regular local travel within the service delivery area.

Desired Majors

Open to all Majors

How To Apply

Send resume to Fiorella.Rodriguez@rescue.org

Intensive Casement Management Intern, In-person, 2 open positions

Overview of Position

International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in more than 40 countries and over 20 U.S. cities, the IRC provides resettlement, education and empowerment support to refugees and displaced people. Oftentimes upon arrival and throughout their first few years, our clients face barriers limiting access to services and medical care. The Intensive Case Management program works one-on-one with clients to assess their needs and coordinate services accordingly.

An ICM Intern works closely with the Intensive Case Management (ICM) caseworker to address barriers to health and wellness for refugee and displaced clients with severe physical or mental health conditions, the elderly, LGBTQ+ clients, single-headed households, and victims of sexual assault and gender-based violence enrolled in the Intensive Case Management (ICM) or Supplemental Case Management (SCM) programs. ICM Interns will be responsible for checking

in on the well-being of clients, providing comprehensive support when needed, and building clients' self-sufficiency.

Responsibilities/Duties/Projects

Intensive Casement Management Intern duties can include the following:

- Assist with client check-ins in person, over the phone or through camera (as preferred by the client).
- Develop individualized plans with detailed action steps based on client needs.
- Evaluate clients on progress on individualized plans during benchmark periods.
- Assist in scheduling client health and social service appointments and coordinating transportation as needed.
- Coordinate with service providers and make referrals as needed.
- Accompany clients to in-person appointments as needed.
- Educate clients on the U.S. healthcare and benefits systems.
- Explore community resources and connect with outside organizations.
- Keep thorough and accurate case file documentation in IRC's database.
- Keep all digital files up to date and create new digital client files as needed.
- Communicate client concerns and potential challenges to ICM caseworkers.

LEARNING OBJECTIVES:

- Deliver services to clients in accordance with NASW guidelines and objectives articulated in the intern's learning contract.
- Acquire a thorough understanding of the U.S. refugee resettlement process and services available to clients resettled by the IRC within the context of a social work internship.
- Develop essential skills in identifying clients' needs, efficiently coordinating medical care, social services support, and establishing connections to vital supportive services within the community.
- Hone expertise in conducting wellness assessments at designated intervals post ICM/SCM enrollment, and maintaining comprehensive case file documentation of all direct services rendered.

Qualifications

- Presently enrolled in a Bachelor of Social Work (BSW) or Master of Social Work (MSW), or having recently attained a BSW or MSW degree.
- Previous experience and/ or a strong interest in working with refugees and immigrants.
- Bilingual proficiency in one of the following languages for interpretation/translation purposes: Haitian/ Creole, French, Spanish, Dari, Pashto, or Arabic.
- Commitment to fulfilling a minimum of 15 hours or the maximum number of stipulated as outlined by school's field manual.
- Commitment to participating in a hybrid work environment with availability for in-person work on Wednesdays (in-person requirement can be amended as needed).

- Excellent communication and interpersonal skills.
- Flexibility and reliability to meet the diverse needs of client needs.
- Proficiency in digital literacy, including knowledge of databases and computer programs such as Microsoft Office applications (Word, Excel, Outlook).
- Willingness to use IRC-provided laptops for all tasks and adhere to IRC acceptable use policies.
- IRC leading the way From Harm to Home.

Desired Majors

Social Sciences

How To Apply

Send resume and cover letter to fiorella.rodriguez@rescue.org

Refugee Support Services Intern, In-person, 2 open positions

Overview of Position

The International Rescue Committee (IRC) responds to the world's worst humanitarian crises and helps people to survive and rebuild their lives. At work in more than 40 countries and over 20 U.S. cities, the IRC provides resettlement, education and empowerment support to refugees and displaced people.

The Refugee Support Services (RSS) Intern will work under the supervision of the RSS Caseworker to provide trauma-informed services to newcomer families to support their integration and self-sufficiency. This will include direct engagement with clients to assess their situations and develop action plans or self-sufficiency plans to meet the family's needs. The Intern will also support the Caseworker to connect the client to a range of services both within the IRC and externally in accordance with client eligibility and program requirements.

Responsibilities/Duties/Projects

Refugee Support Services Intern duties can include the following:

- Assist the RSS Caseworker to conduct new client intakes to assess needs and develop and implement self-sufficiency plans over agreed timeframes with each client.
- Assist with individualized case management support to each client through direct services, referrals, and advocacy.
- Conduct outreach calls to clients to monitor progress, understand challenges and ensure available resources are utilized.
- Assist with scheduling client appointments.
- Document all client interactions in internal database and tracking tools in accordance with program requirements.

- Assist with interpretation for the RSS Caseworker and other members of the Refugee Support Services team, as needed.
- Other related duties as assigned.

LEARNING OBJECTIVES:

- Gain hands-on experience and on-the-job training to provide direct services to a large and diverse client caseload of newcomer families.
- Gain experience working in an office environment both virtually and in-person and participate in IRC trainings or other learning and development opportunities.
- Learn about the IRC's US Program and specifically the case management services offered to newcomers.

Desired Majors

Open to all Majors

How To Apply

Send resume to Fiorella.Rodriguez@rescue.org

Jewish Federation of Southern New Jersey

1301 Springdale Road, Cherry Hill, NJ 08003

CII Leadership & Connection Intern, Hybrid, 1 open position

Overview of Position

The Impact & Innovation Intern will support the work of the Center for Impact & Innovation team, in particular the Director of Leadership and Learning and the Cultivation & Stewardship Manager. The Center for Impact & Innovation supports staff professional development; leadership development for volunteers; young adult engagement; Jewish family engagement; teen programming; grant sourcing, writing, and management; setting organizational priorities and planning; and more. The Impact & Innovation Intern will have the opportunity to learn about the work of the team and support some of the ongoing work of the team, including the listed projects below and more. The intern will have the opportunity to self-select to focus on projects that are of a particular interest to them.

Responsibilities/Duties/Projects

CII Leadership & Connection Intern duties can include the following:

- Research articles, TED Talks, and other media on topics relevant to a modern nonprofit workplace, including mission & vision, resiliency, organizational effectiveness, workplace culture, and more.
- Create digital tutorials on how to use basic office technologies.

- Database management and organization.
- Program support for teen leadership programming and Jewish family engagement programming, including drafting emails, organizing records, and other administrative tasks.
- Provide support to other programs and projects on the CII team, as needed.

Desired Majors

Open to all Majors

How To Apply

Apply through jewishsouthjersey.org/employment

Jewish Community Relations Council Intern, Hybrid, 1 open position

Overview of Position

JCRC Summer interns will be fully integrated into the operations of the Agency during their service. They will be invited to all staff meetings and planning sessions, have opportunities to work with colleagues throughout the Federation system as well as interact with lay leaders. Interns will focus on teen programming, interfaith work, government affairs, or Holocaust education.

Responsibilities/Duties/Projects

Jewish Community Relations Council Intern duties can include the following:

- Database management
- Clerical assistance as needed
- Assist with planning educational programs with interfaith/intergroup
- Government Affairs- plan Congressional intern luncheon
- Help with summer programming including with board development event and professional gatherings
- Attend staff Meetings

Desired Majors

Open to all Majors

How To Apply

Apply through jewishsouthjersey.org/employment

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

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 can 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

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

Desired Majors

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

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

KIPP NJ- KIPP Forward Team Internship, In-person, 4 open positions

Overview of Position

The KIPP Forward Team Internship offers college students interested in education, career development, and alumni outreach an opportunity to gain practical experience and contribute to the success of our alumni programs. As an intern, you will be assigned various responsibilities, duties, and projects within the Forward Team. The internship will provide valuable insight into alumni engagement, event planning, content creation, social media management, and student support.

This internship will provide hands-on experience in alumni engagement, event planning, content creation, social media management, and student support. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of education and career development.

At the conclusion of the internship, you will have gained practical experience in alumni outreach, event coordination, content creation, and student support.

If you are passionate about supporting the success of alumni, engaging with students, and making a positive impact in the education sector, we encourage you to apply for this internship

Responsibilities/Duties/Projects

KIPP NJ- KIPP Forward Team Internship duties can include the following:

- **Calendar Invites:** Support the counselors by creating calendar invites for the academic year, ensuring that important dates and events are properly scheduled and communicated to students.
- **Engagement Text Messages:** Assist in drafting text messages that will be sent to alumni, providing reminders, updates, and relevant information to support their ongoing engagement.
- **Event Planning:** Support in planning events for students over the summer, including logistics coordination, attendee management, and on-site support.
- **Direct Work with Alumni:** Work in one-on-one or small group settings with current alumni, providing support and guidance in their career and educational pursuits.
- **Team Meetings:** Join team meetings and meet with other teammates to learn about various roles and gain exposure to different aspects of the KIPP Forward Team's work.
- **Social Media Management:** Create daily posts for Instagram and Facebook, highlighting the summer internship program and other initiatives, and engaging with the alumni community online.
- **Text Campaign Management:** Assist in managing text campaigns, including sending weekly mass messages to unenrolled alumni, informing them of upcoming and important dates.
- **In-Person School Visits:** In-person visits to our schools to gather updated information on alumni and their achievements.
- **Alumni Outreach:** Support the team in texting students program application reminders, workshop reminders, and other relevant communications to engage and support the alumni community.
- **Content Creation:** Create Instagram posts and reels to highlight the summer internship program and other initiatives, showcasing the achievements and success stories of our alumni.
- **Photography:** Visit various internships sites to capture photos and videos of interns in action, documenting their experiences and capturing visual content for promotional purposes.
- **Future Leaders Recruitment:** Help recruit new students to the upcoming Future Leaders Cohort, assisting in outreach efforts and promoting the program.
- **Operations Support:** Provide support in any way that helps the career team meet its goals, which may include tasks such as database updates, newsletter creation, attending team meetings, and relevant trainings.

- Mental Health Resources: Update mental health resources for our alumni base in both Newark and Camden, ensuring that they have access to relevant and up-to-date support services.
- Student Support: Support group sessions led by our Social Workers for K-12 students in our school system, assisting with logistics, participant engagement, and documentation.

Qualifications

- Currently pursuing a degree in education, counseling, communications, or a related field.
- Strong written and verbal communication skills.
- Excellent organizational and time management skills.
- Proficiency in using social media platforms.
- Attention to detail and commitment to accuracy.
- Ability to handle sensitive information with discretion.
- Flexibility and adaptability in a fast-paced environment.
- Passion for education, alumni engagement, and supporting student success.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Education

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

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

Overview of Position

The Accounting team provides financial visibility, internal controls management and audit management in order to keep our scholars safe and schools in good standing with stakeholders. In all endeavors, this team aims continuously refine and develop efficiencies in order to reduce the cost of overhead and increase dollars in the classroom.

The Accounting Internship at KIPP NJ offers college students studying accounting or finance an opportunity to gain practical experience and contribute to the financial operations of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Accounting Department. The internship will provide valuable insight into the nonprofit sector and real-world accounting practices.

Responsibilities/Duties/Projects

KIPP NJ- Accounting Team Internship duties can include the following:

- Reconciling Financial Data: Assist in reconciling financial data to ensure accuracy and compliance with accounting standards and policies.

- **Reviewing Accounts Payable Statements:** Collect and review accounts payable statements, verifying accuracy and completeness of documentation.
- **Reconciling System Data:** Help reconcile financial and accounting system data to identify discrepancies and ensure data integrity.
- **Assisting with Budgeting and Financial Analysis:** Support the accounting team in budgeting processes and financial analysis tasks as needed.
- **Participating in Month-End Closing Procedures:** Contribute to month-end closing activities, including journal entries, account reconciliations, and financial reporting.
- **Assisting with Audit Preparation:** Assist in gathering and organizing financial records and documents for internal and external audits.
- **Contributing to Financial Reporting:** Aid in the preparation of financial reports, including balance sheets, income statements, and cash flow statements.
- **Conducting Research and Analysis:** Perform research and analysis on accounting and finance topics as assigned by the supervisor.
- **Collaborating with Team Members:** Work closely with other members of the Accounting Department, providing support and assistance as needed.
- **Adhering to Policies and Procedures:** Follow established accounting policies, procedures, and ethical standards to ensure accuracy and integrity in financial operations.

Desired Majors

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

How To Apply

Send resume and transcripts bscudieri@kippteamandfamily.org

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

Overview of Position

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 can 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.

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 NJ- Development Team Internship, In-person, 1 open position

Overview of Position

The Development Team Internship at KIPP NJ offers college students interested in nonprofit fundraising and development an opportunity to gain practical experience and contribute to the fundraising efforts of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Development Team. The internship will provide valuable insight into nonprofit development strategies, donor relations, event planning, and content creation.

This internship will provide hands-on experience in nonprofit fundraising, donor relations, and development strategies. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of nonprofit development.

At the conclusion of the internship, you will have gained practical experience in fundraising campaign support, donor relations, grant writing, and event planning.

Responsibilities/Duties/Projects

KIPP NJ- Development Team Internship duties can include the following:

- Assist with Fundraising Campaigns: Support the planning and execution of fundraising campaigns, including researching potential donors, drafting solicitation materials, and tracking campaign progress.
- Donor Relations: Help maintain relationships with current donors through timely communication, acknowledgment letters, and thank you notes to donors, expressing gratitude for their contributions.
- Database Management: Support the team in managing the donor database, ensuring accurate and up-to-date donor information, and tracking donor interactions.
- Content Creation for Inner Circle: Write or source compelling content for the organization's donor newsletter or Inner Circle, showcasing the impact of donations and highlighting success stories.
- Fiscal Year Closeout Support: Assist in the closeout process of the fiscal year, including data analysis, reporting, and documentation.
- Event Support: Provide event support for both the annual signature fundraising event and smaller events with donors. This includes assisting with logistics coordination, attendee management, on-site support, and post-event follow-up.
- Grant Writing and Reporting: Assist in the development of grant proposals and reports, ensuring accuracy, compliance, and timely submission.
- Administrative Support: Provide general administrative support to the Development Team, including data entry, filing, and organizing fundraising materials.

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to bscudieri@kippteamandfamily.org

KIPP NJ- Teaching & Learning Team Internship, In-person, 2 open positions

Overview of Position

The Teaching and Learning Team Internship at KIPP NJ offers college students interested in education and instructional design an opportunity to gain practical experience and contribute to

the development and enhancement of teaching and learning materials within our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Teaching and Learning Team. The internship will provide valuable insight into the field of education, instructional design, and curriculum development.

This internship will provide hands-on experience in curriculum development, instructional design, and educational research, allowing you to apply your knowledge and skills in an educational setting. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of education.

At the conclusion of the internship, you will have gained practical experience in curriculum development, instructional design, and supporting teaching and learning initiatives.

If you are passionate about education, instructional design, and making a positive impact in the lives of students, we encourage you to apply for this internship opportunity with the Teaching and Learning Team at KIPP NJ.

Responsibilities/Duties/Projects

KIPP NJ- Teaching & Learning Team Internship duties can include the following:

- **Support Curriculum Development:** Assist in the development and enhancement of curriculum materials for various subjects and grade levels. This may include researching, organizing content, creating lesson plans, and aligning instructional materials with educational standards.
- **Collaborate with Instructional Coaches:** Work closely with instructional coaches to support their efforts in improving teaching practices and implementing effective instructional strategies.
- **Assist with Data Analysis:** Help analyze student performance data and contribute to the interpretation of assessment results, providing insights to inform instructional decision-making.
- **Conduct Research:** Conduct research on best practices in teaching and learning, instructional design, and educational technologies, and share findings with the team.
- **Create Supplementary Learning Resources:** Develop supplementary learning resources such as worksheets, activities, and multimedia materials to support student engagement and learning.
- **Review and Edit Instructional Materials:** Review and provide feedback on existing instructional materials, ensuring alignment with educational standards and best practices.
- **Support Professional Development Initiatives:** Contribute to the planning and execution of professional development sessions for teachers, including organizing materials and assisting with logistics.
- **Collaborate with Team Members:** Work closely with other members of the Teaching and Learning Team, participating in team meetings and contributing to team projects.

Desired Majors

Education, Open to all Majors

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

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

Overview of Position

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 can 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

KIPP NJ- Marketing & Communications Team Internship, In-person, 1-2 open positions

Overview of Position

The Marketing Internship at KIPP NJ offers college students studying marketing or related fields an opportunity to gain practical experience and contribute to the marketing efforts of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Marketing Department. The internship will provide valuable insight into marketing strategies, design processes, and brand management.

This internship will provide hands-on experience in marketing and design, allowing you to apply your creative skills in a professional setting. Throughout the internship, you will receive guidance and mentorship from experienced marketing professionals who will help you develop your skills and expand your understanding of marketing strategies.

At the conclusion of the internship, you will have gained practical experience in designing marketing materials, collaborating with a marketing team, and working within brand guidelines.

If you are passionate about marketing and design and eager to make a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Marketing Department at KIPP NJ.

Responsibilities/Duties/Projects

KIPP NJ- Marketing & Communications Team Internship duties can include the following:

- **Designing Marketing Materials:** Create visually appealing marketing collateral, presentations, banners, emails, logos, signage, infographics, branded items, and more.

- Sourcing Images from KIPP NJ and KIPP Miami Flickr: Browse and select appropriate images from our Flickr accounts to use in social media campaigns and other marketing materials.
- Adhering to Brand Standards: Ensure that all design projects adhere to brand standards, guidelines, and visual identity elements.
- Collaborating with the Marketing Team: Work closely with the marketing team, including our Senior Marketing Content Manager, to contribute to marketing campaigns and initiatives.
- Supporting Design Projects: Assist in all stages of design projects, from initial concept development to final production.
- Organizing Projects in Asana: Use project management tools like Asana to organize and track progress on assigned projects.
- File Organization and Maintenance: Maintain and archive design files, and perform regular backups of job files in Google Drive.

Qualifications

- Currently pursuing a degree in marketing, graphic design, or a related field.
- Proficiency in design software such as Adobe Creative Suite (Illustrator, Photoshop, InDesign).
- Strong visual design skills and a keen eye for aesthetics.
- Familiarity with social media platforms and their design requirements.
- Excellent organizational and time management skills.
- Good communication and teamwork abilities.
- Attention to detail and the ability to meet deadlines.

Desired Majors

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

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 can include the following:

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

Desired Majors

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

How To Apply

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

Leading Young Women, Inc.

137 Myrtle avenue, Passaic NJ 07055

LYW Programming Assistant, Hybrid, 1 open position

Overview of Position

A Program Assistant, is responsible for providing administrative support to team members throughout the planning and implementation of educational, charitable or professional programs. Their duties include communicating between program participants and managerial staff, creating and updating program schedules and assisting in the planning and managing program events.

Responsibilities/Duties/Projects

LYW Programming Assistant duties can include the following:

- Manage the Events Programming calendar
- Assist in the planning and overseeing significant events
- Assist in managing the budget for special and routine events
- Process payments for vendors and suppliers
- Attend staff meetings and take minutes
- Respond to emails and answer calls
- Type letters and reports as may be required from time to time
- Compile and send bulk mailings
- Proofread and make copies of documents
- Make reservations for various off-site business meetings
- Relay internal emails to staff

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to tacquicewiggan@gmail.com

LYW Marketing Intern, Hybrid, 1 open position

Overview of Position

Are you creative, hardworking, and looking to gain hands-on experience working on a variety of projects? We appreciate these qualities at Leading Young Women, Inc., and seek a marketing intern who can contribute fresh ideas, create content, and research industry trends. Interns work collaboratively on teams to conduct research that improves our brand, communications, and strategy. The ideal candidate has a strong understanding of brand marketing, social media, and digital marketing strategies, as well as an interest in working on high-impact projects.

Responsibilities/Duties/Projects

LYW Marketing Intern duties can include the following:

- Brainstorms campaign ideas.
- Support marketing campaign planning and execution.
- Understands the overall concept of the company, including the brand, customer, product goals, and all other aspects of service.
- Provide suggestions to management for improving customer experience on social platforms and internal processes.

- Manages the company’s social media accounts and posts content.
- Monitor various social media platforms such as Facebook, Instagram, and Twitter.
- Analyzes analytics to gauge the success of campaigns.
- Assists in creating performance reports.
- Write copy for social media posts, promotional emails, and other marketing collateral.
- Assist in the creation of written, video, and image content for marketing channels.
- Assist in the management of website SEO.
- Take part in formal and informal training opportunities.
- Measure and report the results of marketing initiatives.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to tacquicewiggan@gmail.com

Lincoln Park Coast Cultural District

450 Washington Street, Newark, NJ 07103

Non-Profit Administration Intern, Hybrid, 1 open position

Overview of Position

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

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

funding/sponsorship deals, transitioning to virtual management of teams, affiliates, agencies and assigns.

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

Responsibilities/Duties/Projects

Non-Profit Administration Intern duties can include the following:

- LPCCD Non-Profit Fundraising Tracking Management (shared with organization's lead agency and fundraising consultant)
- LPCCD Fundraising Administrative Assistance for Major Initiatives
 - The Lincoln Park Church Façade Project – Goal Ribbon Cutting FY 2024
 - The Annual Lincoln Park Arts and Culture Season
 - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
 - Earned Revenue Events and Programs
 - Lincoln Park General Operating Grants and Fundraising (ongoing)
- LPCCD Website 3.0 Project
 - Remind Executive Director to complete all tasks assigned to LPCCD by tracking timeline
 - Assist ED with moving appropriate staff along through reminders and follow up emails & calls
 - Assist organization with asset gathering and historical timeline for website project
- LPCCD Sustainable Living Community Podcast Season 2
 - Remind Executive Director to complete all online public speaking/hosting videos shared by agency
 - Participate in agency Media Training Session for Executive Director
 - Assist Executive Director with management of his calendar with respect to podcast video shoots, to practice his speaking points for podcast prior to, practicing and rehearsing
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Grantor/Funder Recap Support for Executive Director
 - Assist Executive Director with accessing recap reports provided by agency; copying/pasting into Grant Portal report formats
- LPCCD Content Access Links and Google Drive Support

- Assist Executive Director with navigating Google Drive and where to find information
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”

Desired Majors

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

How To Apply

Send resume and cover letter to LPCCDMarketing@gmail.com

Lincoln Park Coast Cultural District

450 Washington Street, Newark, NJ 07102

Non-Profit Marketing Intern, Hybrid, 1 open position

Overview of Position

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

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

SOCIAL MEDIA: Will learn hands on social media techniques and measureable strategy by assisting the Administrative and Grant Associate with the Executive Director with personal social

media accounts on Facebook, Instagram, Twitter, Linked In (live and non-live) and assist in creating social videos as designed by agency.

Responsibilities/Duties/Projects

Non-Profit Marketing Intern duties can include the following:

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

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

Desired Majors

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

How To Apply

Send resume and cover letter to LPCCDMarketing@gmail.com

NAMI New Jersey

1562 US-130, North Brunswick Township, NJ 08902

NAMI NJ SAMHAJ Outreach Intern, Hybrid, 1 open position

Overview of Position

As a South Asian Multicultural Programs Intern, you will play a crucial role in supporting the planning, implementation, and assessment of initiatives that showcase and celebrate the diverse cultures of South Asia within our organization. This internship provides a unique opportunity to gain practical experience in program coordination, event planning, and community engagement with a focus on South Asian heritage.

Responsibilities/Duties/Projects

NAMI NJ SAMHAJ Outreach Intern duties can include the following:

Program Development and Planning:

- Collaborate with the South Asian Multicultural Programs team to generate innovative ideas for culturally relevant initiatives.
- Research and propose events, workshops, and activities that highlight the traditions, art, and history of South Asian cultures.

Event Coordination:

- Assist in planning and executing events that celebrate and honor the diverse cultures of South Asia, managing logistics, marketing, and participant coordination.

- Liaise with speakers, performers, and community representatives to ensure the success of events.

Content Creation:

- Contribute to the creation of marketing materials, social media content, and promotional campaigns that showcase the beauty and significance of South Asian cultures.
- Develop engaging content to raise awareness and encourage participation in our South Asian Multicultural Programs.

Data Collection and Analysis:

- Help collect feedback and data from South Asian multicultural programs to assess their impact.
- Analyze data to identify areas for improvement and success stories to share with the team.

Community Engagement:

- Actively engage with employees and community members to promote awareness and participation in South Asian Multicultural Programs.
- Establish and strengthen relationships with external organizations that share our commitment to celebrating South Asian heritage.

Desired Majors

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

How To Apply

Send resume to KSampson@naminj.org

NAMI NJ Advocacy and Policy Intern, Remote, 1 open position

Overview of Position

As an Intern for the Director of Advocacy and Policies , you will play a crucial role in supporting the development and implementation of mental health policies. This position requires a keen interest in current events, mental health advocacy, and a commitment to promoting positive change in the mental health landscape.

Responsibilities/Duties/Projects

NAMI NJ Advocacy and Policy Intern duties can include the following:

Policy Research:

- Stay current on legislative and policy developments related to mental health at the local, national, and international levels.
- Conduct research on best practices and evidence-based policies in mental health advocacy.

Advocacy Support:

- Assist in the development of advocacy strategies and campaigns to promote mental health awareness and destigmatization.
- Engage with stakeholders, including policymakers, to communicate the organization's stance on mental health issues.

Policy Analysis:

- Analyze proposed policies and regulations to assess their potential impact on mental health and the communities we serve.
- Prepare summaries and briefs on relevant policy issues for the Director of Policies.

Communication and Outreach:

- Contribute to the creation of informational materials, blog posts, and social media content to raise awareness about mental health policies.
- Collaborate with the communications team to effectively communicate policy-related information to the organization's supporters and the public.

Desired Majors

Civics & Government, Business, Entrepreneurship & Human Resources, Communications

How To Apply

Send resume to Ksampson@naminj.org

NAMI NJ Signature Program Intern, Hybrid, 2 open positions

Overview of Position

The NAMI NJ Signature Program Intern reports to the Family Program Director, and will work 15 hours per week during the time frame for internship.

The Signature Programs Intern will support the expansion and implementation of NAMI NJ's Signature Programs.

Responsibilities/Duties/Projects

NAMI NJ Signature Program Intern duties can include the following:

- Assist in expanding Signature Programs including but not limited to:
- Family Support Group, Family to Family, Ending the Silence and others

- Serve as producer for signature program trainings, check ins and refreshers.
- Recruit new volunteers for signature programs.
- Assist in screenings of applicants for Signature Program trainings.
- Maintaining evaluation tools.
- Arrange and Track Ending the Silence presentations.
- Coordinating scheduling with schools and other entities.
- Design and deliver various communications to program leaders.
- Publicity/marketing - designing materials, working with communication staff and innovating new approaches.
- Assist in Volunteer recognition activities.
- General administrative support such as answering calls, emailing and organizing (zoom schedules).
- Complete other related responsibilities, duties and logistics as assigned.
- Spanish speaking applicants strongly desired.

Desired Majors

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

How To Apply

Send resume to Ksampson@naminj.org

Neighborhood Center, Inc

278 Kaighns Ave, Camden NJ 08103

Assistant Program Director for Athletics and Outdoor Recreation, In-person, 1 open position

Overview of Position

Work with camp director to plan and lead a variety of activities to engage children in movement and developing cooperation and communication skills, in our summer day camp serving children in Camden. Teach games and encourage fun and physical movement.

Responsibilities/Duties/Projects

Assistant Program Director for Athletics and Outdoor Recreation duties can include the following:

- Plan a wide variety of engaging physical activities including cooperative games, team sports, and outdoor recreation.
- Design activities to develop children's social and emotional, physical, intellectual, and creative capacities.

- Instruct children on games and work with them to play cooperatively.
- Coach children and help them develop communication and conflict resolution skills
- Coordinate activities with camp director and make adjustments as needed
- Lead and collaborate with camp counselors to create a cooperative and fun environment for all.
- Comply with all organizations policies and expectations

Desired Majors

Education, Open to all Majors

How To Apply

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

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

Overview of Position

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

Responsibilities/Duties/Projects

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

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

Desired Majors

Education, Humanities & Languages

How To Apply

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

Network of Jewish Human Service Agencies

50 Eisenhower Drive Suite 100, Paramus, NJ 07652

Network Center for Membership & Engagement Intern, Remote, 1 open position

Overview of Position

The Network of Jewish Human Service Agencies is seeking an Intern for the Network's Center for Membership & Engagement to work as part of the team supporting engagement efforts for Network members and partners, including workforce development projects, technology research, and data/analysis. This position is fully remote, working eastern standard time.

The Network is an international member association of more than 170 nonprofit Jewish human service agencies in the United States, Canada, and Israel. Its member agencies provide a full range of human services for all people, regardless of their religious affiliation, in need of support including healthcare, career, employment, mental health services, as well as programs for youth, families and seniors, Holocaust survivors, immigrants and refugees, persons with disabilities and caregivers. The Network serves as the leading voice for the Jewish human service sector. As the go-to resource for advocacy, best practices, innovation and research, partnership and collaboration, The Network strengthens agencies so they can better serve their communities.

Responsibilities/Duties/Projects

Network Center for Membership & Engagement Intern duties can include the following:

- Assist with researching potential technology-related partners that will help enhance the work done by member agencies.
- Participate in virtual Network events, such as NETGroups (affinity groups) and NETTalks (learning opportunities), to learn about the needs of member agencies that can be supported by the Center for Membership & Engagement.
- Collaborate with the team on developing and implementing ideas to streamline processes for membership and partnership engagement using a variety of technologies.
- Assist with developing internal social media posts for member engagement opportunities.
- Assist with data entry and analysis related to metrics for members and partners.
- Assist with workforce development projects, including research, development of presentations, and compilation of data and analysis.
- Other duties and responsibilities as assigned.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to HR@networkjhsa.org

Newark Science and Sustainability Inc

Sustainability Intern / Community Outreach and Organizer, Hybrid, 4 open positions

Overview of Position

Our internship program allows college students and postgraduates to gain a real-world experience in the nonprofit sector and gain hands-on experience in a wide range of fields. We strive to empower communities through our advocacy of healthy food access and localized energy production, with programs centered on the cultivation of organic produce and the use of clean energy. We host an array of outdoor/indoor learning experiences that allow participants to put theory into practice as well as connect more with nature. It is through our five pillars that we can provide an interdisciplinary approach to learning and provide pathways to green jobs.

Learning Goals

- Interns will be able to develop their leadership abilities by working alongside our Managing Director, Chief Strategy Officer, and Internship Program Coordinator.
- Interns will develop community organizing skills through the planning and organizing of community events.
- Interns will be able to increase their environmental stewardship through our healthy food access and urban agriculture initiatives.
- Interns will be able to enhance their professional communication and critical thinking by building collaborative partnerships with a wide range of community stakeholders.
- Interns will learn and increase their knowledge and hands-on experience with visual storytelling and become more efficient storytellers through their engagement with the residents we serve and addressing their needs.

Also, from June until November, we host our farm share program where residents come to one of our garden sites every Saturday to collect their weekly produce package between 10am - 2pm.

Responsibilities/Duties/Projects

Sustainability Intern / Community Outreach and Organizer duties can include the following:

- Participate in the planning, outreach, researching, and overall development of organization's programs, events, and initiatives as it relates to the internship program and our goals for 2024.
- Assist with the drafting of grant proposals, the implementation of deliverables for grants that have been awarded, and data management for reporting.

- Assist with the development of email and social media campaigns to expand our presence on Twitter, Instagram, Facebook, and conducting proactive external outreach to community stakeholders.
- Assist with the management of our urban farm and educational and training programs.
- Assist with the planning and organizing of our three signature community events: Sustainable Living Empowerment Conference, Citywide Garden Tour, and Farm to Table Community Meal.
- Assist with the organizing of small to large groups around issues related to urban agriculture, environmental justice, and the use of clean energy.
- Assist with the planning and implementation of age relevant educational, hands-on programs and activities around topics of wellness & nutrition education, urban agriculture, eco-art, community green development, and clean energy.

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to info@sasglocal.com

North Jersey Friendship House

125 Atlantic Street, Hackensack, NJ 07601

Development Intern (Special Events and Communications), In-person, 2 open positions

Overview of Position

The Development Intern (Special Events / Communications) will learn all aspects of the Development Department at North Jersey Friendship House. It will be a well-rounded experience working on donor management and finding new donors through research and leads provided. There will also be experience in our communication tools: Constant Contact, Hootsuite, Canva, etc. It is a wonderful agency, and we can use help with marketing, fundraising, and social media.

Responsibilities/Duties/Projects

Development Intern (Special Events and Communications) duties can include the following:

- Actively participate in the planning of special events
- Assist with executing special events when appropriate and available
- Research potential donors and corporate/business sponsors
- Solicit donations for silent auction/tricky tray
- Facilitate all mailings for special events (invitations, sponsorships, etc.)
- Updating donor database regularly
- Drafting artwork and verbiage to be used on the website and in social media posts

- Create a Social Media content calendar and create content as needed
- Draft press releases as needed
- Draft articles for staff and agency-wide newsletters

Desired Majors

Open to all Majors

How To Apply

Apply through njfriendshiphouse.org/careers

Human Resources Intern, In-person, 1 open position

Overview of Position

The role of the Human Resources Intern is to provide administrative support to the HR department and assist in meeting the agency's HR needs.

Responsibilities/Duties/Projects

Human Resources Intern duties can include the following:

- Conduct candidate phone screens.
- Schedule internal and external candidates for interviews with HR and hiring managers.
- Prepare internal job postings and post external positions.
- Complete verifications of employment.
- File and maintain HR documents.
- Assist with orientation and onboarding of new hires.
- Assist with HR projects as needed.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Apply through njfriendshiphouse.org/careers

Information Technology (IT) Intern, In-person, 1 open position

Overview of Position

The Information Technology (IT) Intern is a hands-on position using skills acquired during the intern's studies, exposing the intern to all aspects of the North Jersey Friendship House infrastructure and participating in support and implementations.

Responsibilities/Duties/Projects

Information Technology (IT) Intern duties can include the following:

- Acts as the first line of defense on troubleshooting hardware issues, printer/device issues
- Uses remote access to provide support to our day programs
- Runs updates/patches on various devices
- Sets up new computers, iPads, printers, etc.
- Monitors Help Desk Program (SysAid) as issues are submitted
- Reviews server maintenance reports for anomalies
- Provides Level 1 IT Support/Help Desk to gather information/take notes. Triage tickets and escalates as needed.
- Follows up with end users either by phone or email to follow up on Sys Aid tickets
- Assists with system administration for onboarding and offboarding of staff

Desired Majors

Technologies & Technicians

How To Apply

Apply through njfriendshiphouse.org/careers

Parkside Business & Community In Partnership, Inc.

1487 Kenwood Avenue, Camden, NJ 08103

Housing Internship, In-person, 1 open position

Overview of Position

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

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

Responsibilities/Duties/Projects

Housing Internship duties can include the following:

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

Qualifications

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

Desired Majors

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

How To Apply

Send resume and transcripts to parksidemedia@pbcip.org

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 can 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 parksidemediamedia@pbcip.org

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 can 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>

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

Overview of Position

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

body. The Raritan Valley YMCA embraces the values of caring, honesty, respect, and responsibility.

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

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

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

Responsibilities/Duties/Projects

Communications and Marketing Intern duties can include the following:

- Understand and adhere to all Raritan Valley YMCA's policies and procedures.
- Assumes accountability for the interior and exterior communications systems and plans. This is to include technological systems within the building and administration of written marketing, ads, web postings, social networking, etc. Follows established association procedures and policies relative to assignments.
- Performs basic maintenance updates and checks personal computers.
- Research updating, repair and replacement of equipment as needed.
- Maintain YMCA telephone systems, update messages, train staff on phone use.
- Assist in providing individual and group supervision to staff with attention to computer care, maintenance, operations, cleanliness, safety, and skill development in the use of work related equipment and software programs including but limited to, email, viruses, network mechanics on computers, phones, copiers, etc. Communicate any issues requiring staff attention.
- Learn the DAXKO software system, run reports as requested, gather statistics, input required data for classes and online registrations.
- Provide written materials for program promotions, marketing strategies, and website development.
- Assist in the implementation of marketing materials and promotional strategies affecting member enrollment, motivation, satisfaction, and retention.

- Monitor equipment areas for cleanliness, safety, and risk management. Review for cyber safety. Report any safety related deficiencies to the Senior Program Director or Executive Director immediately.
- Serve as a positive role model at all times by promoting the YMCA mission and values through the delivery and development of staff and member services.
- Communicate with supervisor regularly on status of work.
- Monitors the purchase, care, and inventory of equipment and supplies as required.
- Attend all staff meetings, training sessions and special events as required.
- Perform other job duties as requested and necessary.

Desired Majors

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

How To Apply

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

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 can 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>

River Road Rescue Squad

101 Shirley Parkway, Piscataway, NJ 08854

Marketing and Outreach Manager, Hybrid, 1 open position

Overview of Position

As the Marketing/Outreach Manager of the Brand Committee for MyFreeAmbulance (River Road Rescue Squad is DBA), you will be responsible for leading the planning, execution, and management of marketing, communications, and outreach initiatives. This pivotal role involves fostering community engagement, recruiting volunteers, and coordinating outreach efforts to enhance the organization's visibility and support. Join us in promoting public safety awareness and ensuring the community is well-informed about our life-saving services. This internship

offers a unique opportunity to contribute to the mission of pre-hospital medical services while developing valuable skills in marketing and outreach.

Responsibilities/Duties/Projects

Marketing and Outreach Manager duties can include the following:

- Strategic Planning:

- Develop and implement strategic marketing plans aligned with the mission and goals of the nonprofit organization
- Identify target audiences and tailor outreach strategies to effectively reach and engage them.

- Local Outreach:

- Coordinate and execute community outreach events to raise awareness about the services offered under MyFreeAmbulance Brand
- Establish partnerships with local organizations, HUD housing, and assisted living facilities

- Volunteer Management:

- Recruit, train, and manage volunteers for various marketing and outreach activities.
- Foster a positive and collaborative environment within the Brand Committee

- Communication:

- Manage internal and external communications, ensuring consistent and effective messaging.
- Utilize various communication channels, including social media, press releases, and quarterly newsletters.

- Media Relations:

- Build and maintain relationships with local media outlets to secure coverage of the organizations events and initiatives.
- Prepare and distribute press releases as needed.

Duties:

- Content Creation:

- Develop compelling content for marketing materials, including brochures, flyers, and digital media.
- Ensure content is informative, engaging, and aligned with the organization's volumes
- Oversee the website, encompassing tasks such as preserving the integrity of content and structure, tracking and reporting key metrics through Google Analytics, and implementing

- Search Engine Optimization strategies.
- Monitor and respond to inquiries

- Event Coordination:

- Plan and execute events such as open houses, training sessions, and community workshops in collaboration with affiliate organizations
- Oversee logistics, promotion, and participant engagement during events.

- Data Analysis:

- Work with The Brand Committee to collect and analyze data related to outreach efforts and marketing campaigns
- Use insights to make informed decisions and optimize future strategies.

Projects:

- Campaign Development:

- Create and implement targeted marketing campaigns to address specific public safety initiatives, awareness goals, and outreach efforts.

- Marketing Management:

- Develop and maintain a marketing calendar

- Educational Programs:

- Design and launch educational programs or workshops (in collaboration with affiliate organizations) to educate the community on emergency response and first aid.

- Partnership Building:

- Identify potential partners in the community for collaborative projects or joint initiatives that align with the mission of MyFreeAmbulance

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to officers@riverroadrescue.org

SAGE ELDERCARE

290 Broad St, Summit NJ 07901

Communications Intern, In-person, 1 open position

Overview of Position

Candidate will report to Director of Development and Communications. They will manage weekly calendar of social media posting and reporting, website management, interview and photograph volunteers, staff and programs to update marketing and communications projects, and production of new website pages supporting fundraising campaigns.

Responsibilities/Duties/Projects

Communications Intern duties can include the following:

- Research and develop social media posts for target audiences (caregivers, participants, volunteers, donors)
- Manage website content and develop new pages for fundraising campaigns
- Develop content for Newsletter, Solicitation Campaigns, and Media Releases

Qualifications

- Knowledge of Facebook, Instagram, LinkedIn, YouTube, Twitter for posting and reporting metrics.
- Strong editing and writing skills. Detail oriented and able to juggle multiple projects.
- Website publishing, simple video production and photo editing.

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to fgarcia@sageeldercare.org

Marketing Intern, In-person, 1 open position

Overview of Position

We are seeking a talented and motivated Marketing Intern to join our team for a summer internship. This is an exciting opportunity for someone looking to gain hands-on experience in the field of marketing while contributing to the growth of a non-profit eldercare agency.

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

- Assist in the development and implementation of marketing strategies.

- Collaborate with the marketing team to execute various campaigns across online and offline channels.
- Conduct market research and analyze industry trends to identify opportunities for growth.
- Create and curate engaging content for social media platforms, newsletters, and other marketing channels.
- Assist in organizing and coordinating events, both virtual and in-person.
- Monitor and report on the performance of marketing campaigns using analytics tools.
- Provide support in the creation of marketing materials, such as brochures, presentations, and advertisements.

Qualifications

- Currently pursuing a degree in Marketing, Business, Communications, or a related field.
- Strong written and verbal communication skills.
- Familiarity with social media platforms and digital marketing trends.
- Ability to work independently and collaboratively in a fast-paced environment.
- Proficient in Microsoft Office and basic design tools.
- Creative mindset with a keen eye for detail.
- Enthusiastic and eager to learn about marketing strategies and tactics.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Send resume, cover letter, and transcripts to fgarcia@sageeldercare.org

STEAM URBAN

800 Broad Street, #323, Newark NJ, 07102

Lead Radical Educator, Hybrid, 5 open positions

Overview of Position

Through a framework of community care, interns within the Human Resource and Logistics department at STEAM Urban, will work to support the onboarding of staff and ongoing professional development, which includes pre-service training and thematic learning journeys, which aim to engage emerging young workforce focused on age 16-25. Centered on supporting individual growth, the Lead Radical Educator Apprentice, will also engage in 4 weeks of pre-service training, before working on several projects that engage all staff in a community of learning, while ensuring that all other hired staff are onboarded and our following hiring best practices and will be trained in supervisory support, as needed, where they'll work closely with several managers (in partnerships) to lend operational support and joint oversight, under guidance.

Responsibilities/Duties/Projects

Lead Radical Educator duties can include the following:

-Onboarding:

- Understanding of the onboarding process and the ability to streamline and improve onboarding procedures.
- Experience in creating and updating onboarding materials.

-Operational Support:

- Capability to provide on-site operational support for various HR functions.
- Familiarity with HR software and tools for managing operational tasks.

-Organizational Skills:

- Exceptional organizational and multitasking abilities.
- Attention to detail in handling HR documentation and processes.

-Compliance Knowledge:

- Understanding of HR compliance and the ability to ensure onboarding processes adhere to legal requirements.
- Awareness of privacy and confidentiality principles.

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to info@steamurban.org

TEAM Academy Charter School, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

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

Overview of Position

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

insight into school operations, enrollment, family communications, data management, and administrative support.

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

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

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

Responsibilities/Duties/Projects

KIPP NJ- School Operations Team duties can include the following:

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

Qualifications

- Currently pursuing a degree in education, business administration, business management or a related field.

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

Desired Majors

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

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

The Boys & Girls Club of Atlantic City

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

Marketing Summer Associate, In-person, 1 open position

Overview of Position

The Marketing Summer Associate position will be an integral part of the resource development team focusing on marketing initiatives such as print, social media, email and databases.

Responsibilities/Duties/Projects

Marketing Summer Associate duties can include the following:

- **Building and maintaining relationships:** Interfacing and communicating with staff and club members as well as community sponsors and partnerships about our mission and fundraising goals.
- **Data Collection and Compilation:** Gather relevant information and data on social impact efforts and outcomes. Organize and compile the collected data into a comprehensive and user-friendly database.
- **Market and Industry Analysis:** Stay updated on trends, innovations, and best practices within the social impact sector. Provide insights that can contribute to the development of innovative solutions.
- **Social Media:** Take photos on Club approved camera of club activities and events. Prepare content for social media posts to stay current and innovative. Develop content and campaigns to increase social media users and impressions.

- Documentation and Website: Prepare detailed reports summarizing research findings and database structures. Communicate insights effectively to support strategic decision-making. Monitor website and database including Donor Perfect.
- Special Events and Club Connection: Support ongoing marketing initiatives such as weekly newsletters and upcoming events. Engage with Public Relations and other marketing avenues to distribute information.
- Flyers and Marketing Collateral: Assist in design and review of print materials and distribution of collateral.

Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors, Arts & Design

How To Apply

Send resume, cover letter, and transcripts to hr@acbgc.org

Programming & Workforce Development Summer Associate, In-person, 1 open position

Overview of Position

This position will play an integral role in the Workforce Development Program and will develop and implement several initiatives in the department to include care management, guest speaker outreach, partnership engagement, event coordination and documenting.

Responsibilities/Duties/Projects

Programming & Workforce Development Summer Associate duties can include the following:

Care Management:

- Assist in the development and implementation of care management strategies for youth participants.
- Collaborate with program leaders to ensure the well-being and positive development of club members.

Guest Speaker Outreach:

- Identify and reach out to potential guest speakers from various industries to enrich the learning experiences of our youth.
- Coordinate schedules and logistics for guest speaker engagements.

Partnership Building:

- Actively engage with local businesses, organizations, and community leaders to establish and nurture partnerships.

- Work towards securing partnerships that align with the Boys and Girls Club's mission and goals.

Event Coordination:

- Assist in the planning and execution of events, workshops, and activities that contribute to the holistic development of our youth.
- Collaborate with team members to ensure successful event outcomes.

Documentation and Reporting:

- Maintain accurate records of care management activities, partnership agreements, and event details.
- Provide regular updates on progress and outcomes to the Programming and Workforce Development team.

Desired Majors

Business, Entrepreneurship & Human Resources, Education, General Studies, Health Professions, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to hr@acbgc.org

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

Overview of Position

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

Responsibilities/Duties/Projects

Behavioral Health Services Summer Associate duties can include the following:

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

- Must be available to float across all three clubs.
- Other duties as assigned.

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to hr@acbgc.org

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

Overview of Position

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

Responsibilities/Duties/Projects

Human Resources Summer Associate duties can include the following:

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

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to hr@acbgc.org

The Children's Home Society of New Jersey

635 South Clinton Avenue, Trenton, NJ 08611

School Based Activities Intern, In-person, 2 open positions

Overview of Position

The School-Based Activity Intern will assist Staff and Students in various school-based/summer camp programming. Must show a willingness to be hands-on with youth in grades 4 - 8 while supporting individual and group activities.

Responsibilities/Duties/Projects

School Based Activities Intern duties can include the following:

- Assist in implementing activities
- Assist in data collection
- Assist in classroom management
- Assist in maintaining program space
- Maintain student safety and provide a supportive learning environment
- Participate in staff development workshops and attend staff meetings
- Perform related duties as assigned

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mroseborough@chsofnj.org

The Gem Project, Inc.

40 Clinton Street, PO BOX 32322, Newark, New Jersey 07102

College Fellow Facilitator, In-person, 10 open positions

Overview of Position

With an emphasis on project management, administration, and policy, The Gem Project is seeking a current college student who is interested in service-based work that is centered on dismantling systems of oppression, which sees youth and young adults at the forefront of social change. As a College Fellow Facilitator, they will support the HQ Program Manager in executing various projects, and administrative tasks, and will also work as a member of the direct support team, as a trained facilitator – leading workshops, working groups, large/small groups, and debriefing sessions. This role will interface regularly with technology and logistics teams.

Responsibilities/Duties/Projects

College Fellow Facilitator duties can include the following:

- Effectively oversee Lead fellows in supporting and facilitating Gem Project small youth groups as needed.
- Invest in building connections and forming a positive peer-mentoring framework or support system for youth in the program.
- Actively engage with youth at all times to foster positive youth development of each child and the entire group.
- Assist in enrollment, recording and submitting daily attendance records, and any other required documents to the The Gem Project Inc. program manager.
- Actively participate in all aspects of member development, and professional development, including weekly supervision and cohort check-ins.
- Work to collect data for program reports and story-telling.
- Community Outreach for culminating gatherings led by youth.

The ideal candidate will also bring the following skills, attributes, and experiences:

- Direct experience working with or volunteering within a youth development and/or social justice organization;
- Interest and/or experience in working through a social change framework;

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to project@thegemproject.org

The Salvation Army - Camden Kroc Center

1865 Harrison Ave, Camden, NJ 08105

NJ Career Accelerator Intern, In-person, 2 open positions

Overview of Position

The NJ Career Accelerator Intern will primarily work under the direction of the Program Supervisor or Childcare Director to assist in creating and implementing early childhood and/or youth programs in The Salvation Army. The Education Intern will aid program leadership in administrative tasks, coaching and mentoring staff.

Responsibilities/Duties/Projects

NJ Career Accelerator Intern duties can include the following:

- Assist in answering calls and direct to the necessary individuals.
- Work collaboratively with the supervisor to achieve program goals and objectives.
- Partner with the Case Manager and Supervisor to implement wraparound social and educational services to families.
- Provide administrative support to program staff.
- Develop educational activities that enhance student growth and development.
- Conduct program assessments and evaluation and assist in developing Program Improvement Plans (PIP).
- Determine staff professional development needs and assist with developing activities for staff professional development days.
- Collaborate with community partners to enhance program services to meet family's needs.
- Assist with gathering Salvation Army statistical reports.

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to NJKROCHR@use.salvationarmy.org

Two River Theatre Company, Inc.

21 Bridge Avenue Red Bank, NJ 07701-1105

Admin/General Management, Hybrid, 1 open position

Overview of Position

Two River Theater (TRT) seeks a curious individual who has an interest in understanding the administration and management components and details of nonprofits operations. TRT is looking for a person who has a high attention to details, that thrives in a collaborative work environment, is able to also complete tasks autonomously and enjoys being involved in multiple initiatives at a time.

The Finance/General Management Intern reports to the Director of Finance. They will focus on daily/monthly administrative responsibilities, project management tasks and may include executive assistant support to the Managing Director. This individual will learn the operational side of running a non-profit theater organization through hands on administrative support.

Responsibilities/Duties/Projects

Admin/General Management duties can include the following:

- Responsible for a variety of administrative tasks and moderately complex assignments;
- Manages inter-departmental communications and tasks, in addition to interfacing with public, i.e. answer and screen incoming calls;
Write, edit, and proofread correspondence, reports, proposals, meeting minutes and various other documents;
- Create, organize and maintain confidential files and records, including personnel files;
- Process vendor invoices for payment, including matching to packing slips, review for accuracy, entering invoices into QuickBooks, filing and organizing related documents, research vendor invoice issues and mail payments;
- Collaborate on independent contractor and employee agreements with the General Manager
- Assist in administering petty cash, including documenting expenditures, gathering and organizing receipts, and summarization;
- Assist in administering purchasing functions, including obtaining optimal pricing, organizing supplies delivered;
- Project management on special projects, which may include creating presentations, planning and coordinating multiple project assignments, and working with various resources to gather and disseminate important information;
- Use various PC software packages, including spreadsheets, word processing and graphics to produce high quality reports, tables, graphs, presentations, and other documents;
- Schedule and organize appointments, meetings, and conferences;
- Maintain the calendar-using Outlook;
- Research assignments, processes, and analyzes data and;
- Coordinate travel arrangements and process expenses.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Send resume and cover letter to mayageorge@trtc.org

Volunteer Center of South Jersey, A Program of Jersey Cares

Rowan College of South Jersey, 1400 Tanyard Road, Room 410, Sewell, NJ 08080

Account Relations Manager, Hybrid, 2 open positions

Overview of Position

The Volunteer Center of South Jersey, a Program of Jersey Cares, Inc., is seeking a highly energetic Account Relations Manager Intern to oversee the recruitment, retention, and recognition of our nonprofit partners. The successful candidate will have a commitment to volunteerism and a desire to improve the lives of others. This community leader must have a self-starting, get-it-done attitude, and a proven ability to organize complex processes.

Responsibilities/Duties/Projects

Account Relations Manager duties can include the following:

- Managing ongoing relationships with 200+ nonprofit partners each year to meet our communities most pressing needs.
- Convening existing nonprofit partners annually to elevate their ability in operating volunteer programs that achieve their mission effectively.
- Implementing and evaluating the nonprofit partner onboarding process to include an initial site, staff training, and regular evaluative site visits.
- Communicate with Nonprofit Business Partners to assess needs.
- Tracking and maintaining data to conduct annual business reviews with our nonprofit partners, demonstrating the value of the service we provide.
- Using the current customer relations management system (Little Green Light) to automate processes that increase and sustain our service statewide.
- Compiling, maintaining, and reporting on the monthly, quarterly, and annual program statistics.
- Analyzing trends in the program, identifying issues and developing recommended solutions.
- Conveying updated information to nonprofits about various services.
- Online web application support (training is provided).
- Other duties as assigned/desired.

Desired Majors

Open to all Majors

How To Apply

Send resume to michele@sjvolunteers.org

YMCA of the Pines

1303 Stokes Road, Medford, NJ 08055

Marketing Intern, In-person, 3 open positions

Overview of Position

Responsible for developing and maintaining an online social media presence for YMCA of the Pines and its various departments, preparing and supporting marketing efforts for organizational/department initiatives, and more.

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

- Develops operating goals, objectives and plan for the marketing and communications area. Monitors the achievement of this plan, taking appropriate action to ensure that the goals and objectives are met.
- Responsible for social media marketing for the YMCA of the Pines' primary accounts for all YMCA of the Pines' hosted programs on Facebook, Instagram, and other relevant platforms as deemed necessary.
- Organizes marketing folders with current content for future brochure and social media content creation.
- Research and review effectiveness of current social media marketing strategies.
- Prepare marketing-related material for future programs.
- Support early-registration efforts for various program departments.

Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources

How To Apply

Send resume and cover letter to recruitment@ycamp.org.

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

Overview of Position

The intern position will give the opportunity to enhance verbal and non-verbal communication skills through various projects and use of sophisticated customer service and achieve wide-spread communication which transfers to every aspect of life and career. The intern will grasp an understanding of office and business procedures that will benefit them through their next steps in college, other internships and in their career. We allow room for creativity and exploration, to utilize creativity to complete projects and relay information, including website management. Through the internship, the intern can established a set of professional and personal goals to work towards through the duration of the ten (10) weeks. Some markers and examples of these goals include, but are not limited to; an increase in confidence (in abilities), to gain strong

leadership skills, create written media, form relations/networks, and to increase professional organization skills. The Financial Developmental aspects will coincide with a wide variety of studies/majors. The use of Excel spreadsheets, Power Point, Publisher and Word will enhance skill sets.

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

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

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

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

Responsibilities/Duties/Projects

Business/Communications Intern duties can include the following:

- General non-profit management
- Create outlet for a wide-variety of communication, marketing and writing skills
- Press releases, social media posts, blog posts, website updates
- Create Power Point presentations and flyers
- Help with special events and fundraising events
- Database management, various software programs and Excel
- Donation management, various software programs and Excel
- Research projects
- Alumni projects
- Website management
- Understand basic office procedures
- Manage email inbox and calendar

- Learn various software programs
- How to process memberships
- Sophisticated customer service
- Verbal and non- verbal communications
- Answering phone calls and emails (e-mail skills and phone etiquette)
- Attend Annual meeting in May to observe and participate for a professional event
- Attend staff meeting in June to observe how staff meetings can be held

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to suzanne@ycamp.org