



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities by Major

Open to all Majors

1166 Federal Credit Union

95 Woodstown Rd; Unit C, Swedesboro, NJ 08085

Accounting and Finance, In-person, 1 open position

Overview of Position

Learning Objectives

Review the following policies and insure accurate implementation.

- Strategic Planning
- Cash Management
- Check Cashing
- Vendor Management
- Disaster contingency Planning
- Business and Trust Accounts –
- E-Commerce and Website
- Troubled Debit Restructuring
- Asset and Liability Management – Liquidity Management
- Allowance for Loan and Lease Loss Impairment under CECL for Jan 1, 2023
- Allowance for Credit Loss

Responsibilities/Duties/Projects

Accounting and Finance duties can include the following:

Strategic Planning

- Understand how this is one of the most important parts of organizing a profitable and ongoing business

Cash Management

- Understand how managing cash flow affects Accounts Payable and Receivables

Check Cashing

- Fraud prevention – Insurance limits – Profitability - Goodwill

Vendor Management

- Contract review, organization and negotiations

Disaster contingency Planning

- What to do when the shit hits the fan

Business and Trust Accounts –

- Be able to define and identify the Legal and IRS taxable benefits of each

- Address Change – Members Personal Information
- Why this is an important part of fraud prevention

E-Commerce and Website

- Compliance and Regulator oversight – Legal implications
- Unclaimed property
- How and why – Complete annual remittance under NJ Law

Troubled Debit Restructuring

- Why and how this benefits the lender and the borrower
- Bankruptcy Law - Types

Asset and Liability Management – Liquidity Management

Allowance for Loan and Lease Loss Impairment under CECL for Jan 1, 2023

Allowance for Credit Loss

- Research and Develop CECL calculation for Held to Maturity Investments

Daily

- Monitor, verify and Evaluate Cash on Hand
- Monitor, settle, replenish and verify ATM and Visa Credit Cards
- Bank Reconciliation on Transaction account
- Learn by interacting with members. how humans, associate, interact and perceive money in their personal lives
- Review and formulate opinions based on current policy about investment types, terms and value will affect future business performance
- Learn how cash flow determines future business decisions
- Evaluate and Organize Contract Obligations – Discuss contract law and future business decisions
- Serve membership

Monthly

- Complete month end financials
- Learn Accrued and Prepaid Expenses and Income – Cash Flow
- Attend at least 1 Board Meeting – 3rd Thursday of Each Month

Quarter End

- Complete Federal Reporting

Personal Growth Objective

- Learn the Financing of Business

- Learn how knowing personal financing can create a positive future

Desired Majors

Open to all Majors

How To Apply

Send resume to **e-mail hello@1166fcu.org**

Adestinys Horizon

199 Railroad avenue, Suite 3B, East Rutherford, NJ, 07003

Summer Intern - camp, In-person, 10 open positions

Overview of Position

We are seeking enthusiastic Interns to join our programs department team and provide invaluable support to our currently open programs. The intern's role will involve performing a variety of day-to-day program tasks that assist in providing behavioral support to individuals that are developmentally disabled. As a program intern, you will play a crucial role in ensuring the smooth operation of different programming that takes place in the Programs Department and ensure the summer camp runs smoothly.

Responsibilities/Duties/Projects

Summer Intern - camp duties can include the following:

- Provide small group or 1:1 behavioral & academic support to a student with special needs
- Provide 1:1 student support based on specific needs outlined in his/her IEP
- Provide inclusion support to students with special needs within the activities aligned for the program.
- Follow behavioral intervention plans and implement plans to ensure student learning and program behavior goals are met
- Confer and collaborate with team to ensure accommodations are met in inclusive settings; and provide input for students IEP

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to **info@adestinyshorizon.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:

- 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
- 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
- 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.

Qualifications

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

Desired Majors

Open to all Majors

How To Apply

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

Alpine Scout Camp

441 Route 9W Alpine, NJ 07620

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

Overview of Position

Position Title: Dining Hall Steward

Responsibilities/Duties/Projects

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

- 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
- 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
- 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

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

Desired Majors

Open to all Majors

How To Apply

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

Alpine Scout Camp

441 Route 9W Alpine, NJ 007620

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

Overview of Position

Position Title: Health & Medical Staff (Healthcare)

Responsibilities/Duties/Projects

Health & Medical Staff duties can include the following:

- 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
- 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
- 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

- 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

Desired Majors

Open to all Majors

How To Apply

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

Alpine Scout Camp

441 Route 9W Alpine, NJ 07620

Facilities & Maintenance, In-person, 6 open positions

Overview of Position

Position Title: Grounds & Maintenance Staff (Skilled Trades)

Responsibilities/Duties/Projects

Facilities & Maintenance duties can include the following:

- 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

Qualifications

- 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

Desired Majors

Open to all Majors

How To Apply

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

AP BUSINESS SERVICES

107 Wilson Ave, Newark, NJ, 07105

Accounting, In-person, 1 open position

Overview of Position

As an Accounting Intern at APBS, you will have the unique chance to work closely with our seasoned accounting professionals and be an integral part of our financial operations. You will be involved in various aspects of accounting, including but not limited to:

1. Bookkeeping: Gain practical experience in maintaining accurate financial records.
2. Financial Analysis: Learn to analyze financial data and contribute insights to aid decision-making.
3. Tax Preparation: Participate in the preparation of individual and corporate tax returns.
4. Client Interaction: Interact with our clients to understand their financial needs and provide support.

Why APBS:

- Hands-On Experience: Get real-world exposure to a wide range of accounting tasks.
- Mentorship: Work closely with experienced professionals eager to guide and support your growth.
- Inclusive Culture: Join a team that values diversity, collaboration, and continuous learning.
- If you are passionate about accounting, eager to learn, and ready to dive into a challenging yet rewarding experience, we invite you to apply for our Accounting Internship.

Responsibilities/Duties/Projects

Accounting duties can include the following:

1. Bookkeeping Excellence:

- Maintain accurate and up-to-date financial records for our clients.
- Learn and apply industry-standard bookkeeping practices.

2. Financial Analysis Support:

- Assist in analyzing financial data to provide valuable insights.
- Contribute to the preparation of financial reports.

3. Tax Preparation Assistance:

- Participate in the preparation of individual and corporate tax returns.
- Gain hands-on experience in navigating tax regulations.

4. Client Interaction and Support:

- Engage with clients to understand their unique financial requirements.
- Provide support in addressing client queries and concerns.

5. Niche-Specific Projects:

- Contribute to projects aligned with our niche, such as optimizing financial processes for specific industries.
- Work on tasks that directly impact our clients' financial well-being.

6. Continuous Learning:

- Stay updated on industry trends and best practices.
- Attend training sessions and workshops to enhance your accounting knowledge

Qualifications

- Enthusiastic individuals pursuing a degree in Accounting, Finance, or related field.
- Strong analytical and problem-solving skills.
- Excellent communication skills and a proactive attitude.
- Proficiency in basic accounting principles and software.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to andres@apbusiness.us

Boys & Girls Club of Newark

1 Avon Ave Newark, NJ 07108

College Intern, Hybrid, 3 open positions

Overview of Position

Job Title: College Level Development Intern

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.

Mission Statement:

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.

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)

Responsibilities/Duties/Projects

College 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

Attestation

I am fully aware and understand the scope of my role as it pertains to the Boys and Girls Club of Newark Policies and Regulations

Desired Majors

Open to all Majors

How To Apply

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

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

Community Foodbank of New Jersey

31 Evans Terminal Road Hillside, NJ 07205

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

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

DHD Consulting, LLC

27 Chestnut St, Ridgewood NJ 07450

Sourcing Specialist, Hybrid, 2 open positions

Overview of Position

A Sourcing Specialist is a professional who supports recruiting teams by coordinating hiring activities, scheduling interviews, screening resumes, and maintaining candidate databases. They assist with onboarding and handle administrative tasks to ensure a smooth hiring process.

Responsibilities/Duties/Projects

Sourcing Specialist duties can include the following:

- Source candidates using job boards and social media platforms for client openings
- Update client job openings to our internal database and excel sheet
- Work with research assistants and data teams in organizing candidate resumes
- Create job posts to advertise client openings
- Assist backend developers with coding and troubleshooting
- Communicate with recruiters to determine and target urgent roles
- Conduct competitor research and suggest rooms for improvement
- Collaborate with marketing/sales team to create effective leads to increase client pool

Desired Majors

Open to all Majors

How To Apply

Apply through <https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/4340e5af-f99b-4e8c-ba3c-ae52bc585f97>

DHD Consulting, LLC

27 Chestnut St, , Ridgewood NJ 07450

Business development associate, Hybrid, 1 open position

Overview of Position

Business development associate support a company's sales, marketing, and product development efforts. They identify potential customers, target markets, and new ventures for the company to

pursue. Business development associates coordinate with various departments and strategic partners to help meet quarterly and annual targets.

Responsibilities/Duties/Projects

Business development associate duties can include the following:

- Follow up with outbound calls and emails to understand customer needs and requirements
- Communicate with both marketing and external stakeholders to plan sales strategies
- Visit local and tri-state small businesses to make relationships with business owners and identify new sales opportunities
- Work with account managers and data team to come up with sales goals and market research plans
- Keep tight deadlines and manage changing priorities

Qualifications

- Currently a student enrolled in a bachelor's degree program related to business or marketing or an applicant with similar background
- Previous experience in cold calling and lead generation preferred
- Traveling will be required
- Proficiency in Microsoft Office Products are strongly preferred
- Ability to commute to DHD Office once or twice a week is required
- Bilingual, multilingual candidates preferred

Desired Majors

Open to all Majors

How To Apply

Apply throughs <https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/424fbdf9-6b60-470e-9611-2ee1de8e9373>

East Oak Animal Hospital

1673 East Oak Road, Vineland, NJ 08361

East Oak Animal Hospital Veterinary Medicine Undergraduate Internship, In-person, 2
open positions

Overview of Position

East Oak Animal Hospital will provide internship students with a solid foundation of basic animal care and supply students with the tools and resources to prepare them for general entry into the field of veterinary medicine. Undergraduate students who desire to pursue advanced

degrees in veterinary medicine are ideal candidates for this internship opportunity. The internship will also impart advanced learning opportunities that will contribute to their undergraduate program studies. The goal of the internship is targeted to deliver hands-on experiences through practical tasks and interactive educational encounters with regular feedback provided to ensure students are meeting established learning outcomes. Each student will be given an all-encompassing agenda geared specifically for the individual learner.

Student Learning Outcomes:

Upon completion of this internship, the student will be able to:

1. Identify vaccinations and explain the appropriate protocol for each
2. Fill medications and chronicle proper inventory control measures
3. Restrain, utilize safety tools, and handle companion animals
4. Application and administration of assorted medications
5. Demonstrate basic grooming tasks
6. Perform physical examination techniques and basic nursing care
7. Execute surgical preparation and assistance
8. Collect and prepare specimens for laboratory review
9. Recognize basic concepts of radiography and ultrasound including safety measures

Responsibilities/Duties/Projects

East Oak Animal Hospital Veterinary Medicine Undergraduate Internship duties can include the following:

1. Vaccinations
 - Disease processes associated with each vaccine
 - Reconstitution and proper execution including routes and methods of administration
 - Know possible side effects and reactions of vaccination
 - Restraint methods for each route of administration
2. Filling Medications and Inventory Control
 - Knowledge of the various types of medication dispensed
 - Labeling and packaging of dispensed medication
 - Storage, handling, and disposal of medications
 - Inventory control measures including stocking methods and expiration date identification
3. Restraint

- Place and remove from cages and runs
 - Situate small animals on table and floor for restraint
 - Safely execute placement of various types of muzzles and e-collars
 - Employ use of restraint pole, cat bag, cat gloves, and net
 - Demonstrate standing, sitting, lateral, sternal, ventral, and dorsal restraint positions
 - Utilize proper protocol for exotic restraint if available
4. Application of Medication
- Demonstrate ways to hand pill and administer liquid medication
 - Application of ear medication
 - Demonstration of proper eye medication administration
 - Know various topical applications including flea and tick preventatives
 - Proper restraint methods for subcutaneous fluids
5. Grooming Tasks
- Bathing including medicated baths and dips
 - Trimming nails
 - Expressing anal glands using external method
 - Cleaning ears
 - Flea combing
 - Basic bandaging techniques
6. Physical Exam Room Techniques and Basic Nursing Care
- Temperature, pulse, respiratory rate, mucous membranes, capillary refill time, mentation, and body condition assessment including weight
 - Routine record keeping and observation of hospitalized patients
 - Basic skills such as feeding, cleaning, bandage care, voiding behaviors, and walking
 - Care of maintenance of hospital nursing equipment including stethoscopes, otoscopes, ophthalmoscope, and thermometers
 - Components of nutrition, energy requirements, diets, and regulating agencies
7. Surgical Prep and Assistance
- Knowledge of heat sterilization, utilization, and maintenance of autoclave
 - Identification, sanitation, and sterilization of basic instruments
 - Basic knowledge of suture material types and sizes
 - Aseptic technique in the surgery room
 - Assist in patient positioning and preparation
 - Maintain proper conduct, asepsis, and protocol
 - Post-surgical clean up and sanitation of surgical room

- Care of surgical instrument packs, surgical gowns, and drapes including folding and wrapping
 - Use of sterilization indicators
 - Gowning and gloving
8. Collect and Prepare Specimens for Laboratory Diagnostics
- Collect voided urine and fecal samples
 - Determine physical properties of urine and identification of problems
 - Assistance with blood collection
 - Perform fecal flotations and direct smears to identify various internal parasites
 - Handling of suspected rabies cases and necropsy procedures if presented
 - Identification of external parasites and forms of treatment
 - Spinning blood tubes and hematocrit tubes
 - Staining slides for cytology
 - Stocking laboratory supplies, keeping accurate records and logs, and filing reports
9. Basic Radiology and Ultrasound
- Basic concepts of ultrasound
 - Basic concepts of radiography
 - Restraint, preparation, and positioning of patients for a radiograph
 - Identification of radiographs
 - Processing diagnostic radiographs via digital processing
 - Care of equipment including machine, screens, and computer system
 - Safety measures

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to **mbrittingham71@gmail.com with the subject: Career Accelerator Internship**

Eventdex LLC

281 Route 79 N, Suite 208, Morganville, NJ 07751

Marketing and Web Development, Remote, 2 open positions

Overview of Position

Marketing Intern to work on demand generation, social media marketing

Web Developer to enhance existing website.

Responsibilities/Duties/Projects

Marketing and Web Development duties can include the following:

- Review and understand Eventdex product features and compare with competition.
- Demand generation by reaching out to customers via social media, blog posts, phone, email.
- Preparing marketing videos, product videos and promotional videos
- Developing and reviewing existing marketing material and creating new material
- Developing new pages for website and improving website.

Desired Majors

Open to all Majors

How To Apply

Send resume and cover letter to durga@eventdex.com

Exposure and Opportunities

492 C Cedar Lane Teaneck NJ 07666

Grant Financial and data analyst, Hybrid, 1 open position

Overview of Position

Analyze statistical and financial data for grants and handle HR and bookkeeping

Responsibilities/Duties/Projects

Grant Financial and data analyst duties can include the following:

- Create a system to capture data
- Seek grants and apply
- Handle payments and receivables
- Handle timesheets and HR
- Submit grant reports

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to parentmatterz@gmail.com

Exposure and Opportunities

492 C Cedar Lane Suite 190 Teaneck NJ 07666

Event and program planner, Hybrid, 1 open position

Overview of Position

Help plan and create enrichment programs for middle and high school youth along with event planning.

Responsibilities/Duties/Projects

Event and program planner duties can include the following:

- Help create enrichment programs
- Help plan expos and celebratory events
- Help plan corporate and college visits
- Create event brites
- Video and photograph events
- Maintain Linked In account

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to parentmatterz@gmail.com

Exposure and Opportunities : Parent Matterz

492 C Cedar Lane Suite 190 Teaneck NJ 07666

Social media and marketing manager, Hybrid, 1 open position

Overview of Position

We are looking for an experienced and enthusiastic social media specialist to join our creative team. You will be responsible for creating social media campaigns and the day-to-day management of the company's social media properties. Your passion for social media as a communications tool will result in the adoption and implementation of social media best practices across all social media channels.

The successful candidate will be an excellent communicator, a versatile creative writer, and a team player. You will be an active participant in data collection and analyses in order to consistently improve the company's social media practices over time.

Responsibilities/Duties/Projects

Social media and marketing manager duties can include the following:

- Developing social media content plans that are consistent with the company's brand identity.
- Creating consistent, meaningful content on all social media platforms, including writing and editing social media posts, improving customer engagement, and promoting social media campaigns.
- Managing a high volume of daily social media posts. Communicating with social media followers, including responding to queries in a timely manner.
- Developing and managing social influencer programs and attending social influencer events

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to parentmatterz@gmail.com

Fraser's Mathematics Solutions

13 Boyden Street

Content & Social Media Intern, Hybrid, 1 open position

Overview of Position

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

We are seeking a creative and dynamic Content and Social Media Intern to join our team. As a Content and Social Media Intern, you will be at the forefront of creating engaging content, managing our online presence, and collaborating with the marketing department. This internship is ideal for individuals with a passion for content creation, social media, and digital marketing.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Content and Social Media Intern has the opportunity to contribute to broader marketing and communication initiatives. This flexibility allows them to gain a holistic experience in digital marketing beyond their primary responsibilities.

Responsibilities/Duties/Projects

Content & Social Media Intern duties can include the following:

Content Creation:

- Develop engaging written and visual content for various marketing materials.
- Edit videos and graphics using tools like Canva and other editing software.
- Ensure content aligns with brand guidelines and resonates with the target audience.

On-the-Ground Content Creation:

- Capture on-the-ground content, including photos and videos, for social media.
- Attend events and capture live content to share on social media platforms.
- Collaborate with team members to create authentic and engaging content.

Collaboration with Marketing Team:

- Work closely with the marketing team to execute and optimize social media campaigns and promotions.
- Collaborate on the creation of marketing materials, both digital and print.
- Provide support in editing videos and graphics for marketing purposes.

Social Media Management:

- Manage and update social media accounts with relevant and timely content.
- Monitor and respond to comments and messages on social media platforms.
- Implement best practices for content scheduling and distribution across platforms.

Email Content Creation:

- Collaborate with the marketing team to create engaging email content for promotional and informational campaigns.
- Ensure email content is aligned with overall marketing strategies and objectives.

Community Engagement:

- Engage with online communities to foster positive interactions.
- Encourage user-generated content and participation.
- Respond to inquiries and feedback in a timely and professional manner.

Desired Majors

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

How To Apply

Send resume and cover letter to [hiring@frasersmathematicssolutions.com](mailto: hiring@frasersmathematicssolutions.com)

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
- 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

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.

A full description is being emailed to the email address noted at the top of this form.

Responsibilities/Duties/Projects

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

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.

A full description is being emailed to the address noted at the top of this form.

Responsibilities/Duties/Projects

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

Mentoring

- 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
- 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

International Rescue Committee

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

Workforce Development Intern, In-person, 3 open positions

Overview of Position

BACKGROUND: 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.

SCOPE OF VOLUNTEER WORK: 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

BACKGROUND: 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.

SCOPE OF VOLUNTEER WORK: 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 and cover letter to fiorella.rodriquez@rescue.org

International Rescue Committee

208 Commerce Place, Elizabeth, NJ 07201

Adult Education Intern, Hybrid, 1 open position

Overview of Position

BACKGROUND: 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.

SCOPE OF INTERN WORK: 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

International Rescue Committee

208 Commerce Place, Elizabeth, NJ 07201

Community Engagement Intern, Remote, 1 open position

Overview of Position

BACKGROUND:

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.

SCOPE OF COMMUNITY ENGAGEMENT VOLUNTEER WORK:

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 and cover letter to Fiorella.Rodriguez@rescue.org

International Rescue Committee

208 Commerce Place, Elizabeth, NJ 07201

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

Overview of Position

BACKGROUND: 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.

SCOPE OF WORK: 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:

1. Gain hands-on experience and on-the-job training to provide direct services to a large and diverse client caseload of newcomer families.
2. Gain experience working in an office environment both virtually and in-person and participate in IRC trainings or other learning and development opportunities.
3. 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 and cover letter 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

Send resume, cover letter, and transcripts to [jewishsouthjersey.org/employment](https://www.jewishsouthjersey.org/employment)

Jewish Federation of Southern New Jersey

1301 Springdale Road, Cherry Hill, NJ 08003

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

Send resume, cover letter, and transcripts to jewishsouthjersey.org/employment

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

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.

Qualifications

- Currently pursuing a degree in Business, Communications, Marketing, or a related field.
- Strong written and verbal communication skills.
- Excellent research and analytical skills.
- Proficiency in using Microsoft Office suite.
- Familiarity with donor management software or willingness to learn.
- Good organizational and time management skills.
- Strong attention to detail and commitment to accuracy.
- Passion for education and making a positive impact in the community.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.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

Leading Young Women, Inc.

137 Myrtle Avenue, Passaic, New Jersey 07055

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

Malamut & Associates

457 Haddonfield Rd., Suite 500, Cherry Hill, NJ 08002

Legal Assistant, In-person, 1 open position

Overview of Position

This is an on-site role for a Legal Assistant located in Cherry Hill, NJ. The Legal Assistant will be responsible for providing administrative assistance to lawyers, assisting in legal document preparation and filing, and communicating with clients and other professionals. The Legal Assistant will also be responsible for performing research, responding to inquiries, and providing general office support.

Responsibilities/Duties/Projects

Legal Assistant duties can include the following:

- Provide legal support to attorneys and paralegals throughout the litigation process.
- Maintain team calendars including docketing deadlines and important events.
- Coordinate email, calendars, contacts, tasks, or similar communications.
- Coordinate phone calls, voicemail messages, and conference calls.
- Draft, revise, proofread, and transcribe legal documents and correspondence.
- Revise and manipulate documents in Word and PDF software.
- Complete electronic court filings in state and federal courts.
- Schedule, coordinate, track, and manage meetings both internally and externally.
- Proactively monitor attorney calendars and prepare necessary documents for upcoming meetings, hearings, and depositions.
- Schedule and coordinate depositions.
- Initiate, track, and organize vendor payments and settlement checks.
- Communicate effectively, courteously, and professionally with clients, attorneys, and professional staff.
- Efficiently and effectively learn and utilize new and existing firm technology.

Desired Majors

Open to all Majors

How To Apply

Send resume to sherri@malamutlaw.com

Military Veterans Installation, LLC

205 US-46, Suite 7C, Totowa, NJ 07512

Project Management Intern, In-person, 1-2 open positions

Overview of Position

The Project Management Intern position will focus on exposing the student to a variety of methods and strategies utilized for successful project management. Interns will assist staff on day-to-day projects, read & review project drawings and plans, and confer with Project Managers during the planning, design & construction phases. Each intern will be assigned a Supervisor who will provide field related mentoring and practical career guidance and recommendations, as indicated.

Responsibilities/Duties/Projects

Project Management Intern duties can include the following:

- Interns will read and review project drawings and plans
- Observe project sites & document contractor progress
- Confer with Project Managers during the planning, design & construction phases
- Prepare reports & document project activities and data
- Prepare analysis from collected data
- Set up and help maintain project files and records
- Assist with the creation of project plans to determine the project program, scope, time frame, funding limitations, and allotment of resources to various phases of the project
- Coordinates the project labor and purchasing of all materials for the job

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mvinstallers.avs@gmail.com

Military Veterans Installation, LLC

205 US-46, Suite 7C, Totowa, NJ 07512

Marketing Intern, In-person, 1 open position

Overview of Position

The Marketing Internship has been designed to expose students to real time challenges and strategies within the field in order to prepare them for the workforce upon graduation. Marketing Interns will be supervised and guided within the company, with a unique opportunity to voice their recommendations for successful marketing of the organization, highlighting the company's core values and competencies.

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

- Developing tools and methods for collecting data such as surveys, opinion polls, or questionnaires
- Collecting and analyzing data to identify consumer trends
- Researching consumer opinions and marketing strategies & proposing adjustments to current strategies accordingly
- Creating graphic representations of data and translating complex research into easily readable content for stakeholders and other departments
- Preparing marketing proposals and presentations based on company needs
- Measuring consumer satisfaction with products or services

- Monitoring and managing the company's social media platforms, adjusting outreach tactics as needed

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mvinstallers.avs@gmail.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 Public Library

5 Washington Street Newark, NJ 07102

Administrative Intern, In-person, 2 open positions

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 icolson@npl.org or Twright@npl.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 position

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

Ramapo College of New Jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

Residential Assistant Internship, In-person, 1 open position

Overview of Position

The Upward Bound Math Science Program at Ramapo College of New Jersey seeks a Residential Assistant Intern. Under the supervision of the Residential Director of the Upward Bound Math Science (UBMS) Program, the Residential Assistant Intern will support the UBMS program by assisting in training, supervising, and evaluating Full-time Summer Tutor/Counselors, by assisting the academic director in monitoring the progress of participants during the summer program, and by planning and execution of non-academic student activities. The intern will learn to engage youth in activities that emphasize the importance of higher education and promote skills that teach time management, responsibility, perseverance, self-advocacy, good demeanor, citizenship, and social and emotional resilience.

Time Commitment:

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

Responsibilities/Duties/Projects

Residential Assistant Internship duties can include the following:

- Assists residential director in the supervision of the full-time summer tutor/counselors
- Assists residential director in the development of the summer extra-curricular activities, including field trips
- Assists the residential director in developing and planning the evening activities and assure successful execution of all activities
- Assists the residential director in ensuring that students are appropriately entertained during the six-week summer program
- Ensure the safety of all student participants and staff during all evening activities, and the security of students after curfew
- Assists residential director in monitoring student social growth and development
- Assists residential director in recruitment and selection of full-time tutor/counselors
- Assists residential director in training staff on the policies and procedures of the Ramapo College Upward Bound Math Science Program with regard to residential/extracurricular aspects of the program
- Communicates regularly with the project director and residential director regarding student progress and staff performance with regard to the residential/extracurricular aspects of the program
- Attends and helps the residential director plan weekly residence staff meetings during the summer program
- Generally, assists the residential director in overseeing the quality of the residential/extracurricular services provided by the summer program and performs duties as needed
- Assumes the responsibilities of the residential director in his/her absence or time of duty
- Communicate any and all problems to the Residential Director
- Attend on campus and off-campus meetings at the request of the Project Director, Assistant Director, or Residential Director.

Qualifications

Applicants must be pursuing or have completed a Bachelor's degree from an accredited college, have experienced a college residential experience themselves, have been students in good standing, who were engaged in extra-curricular activities, and they must have strong interpersonal skills. Preferred experience includes working with high school students, underserved communities or with low-income communities, and/or with diverse ethnic groups. Experience working in college/university residential life a bonus.

Desired Majors

Open to all Majors

How To Apply

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

Ramapo College of New Jersey

505 Ramapo Valley Rd, Mahwah, NJ 07430

International Education Intern, In-person, 1 open position

Overview of Position

The Roukema Center for International Education (RCIE) is composed of the following units: Study Abroad & Off-Campus Programs, International Student & Scholars' Service, and the central unit of RCIE which functions as the International Center at Ramapo College of New Jersey. The Roukema Center for International Education assures coherence in the international agenda of Ramapo College in keeping with the four "pillars" of a Ramapo education, namely pursuit of international, intercultural, interdisciplinary, and experiential learning.

Under the direction of the Director of International Education, the International Education Intern will learn the management and operations of an office dedicated to international education and travel. Specific responsibilities are included in the 'Duties' outlined below. In performing these duties, the International Education Intern will have the opportunity to hone their administrative skills as they relate to international travel, learn web page development, improve research methods, and gain valuable experience working in an intercultural higher education environment.

Responsibilities/Duties/Projects

International Education Intern duties can include the following:

- Process study abroad applications (filing, labeling, sorting, copying, etc.)
- Update student support and faculty training materials
- Conduct research projects to help with program assessment and best practices within the field of International Education
- Monitor the International Travel Registry and follow-up as required with all travelers
- Assist in the planning of Roukema Center's annual Study Abroad Fair
- Help prepare for new international student orientation
- Assist in the creation of marketing materials (signs, posters, informational handouts)
- Attend presentations and tabling events on campus for RCIE
- Manage Roukema Center's social media platforms
- Engage in communication with prospective and current international students and their families via social media, email and live chat
- Update RCIE web pages as needed
- Willingness to learn basic immigration policies and procedures
- Assist in the development of cross-cultural programs

- Other duties as assigned

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to **Department Director (lheckath@ramapo.edu)**

River Road Rescue Squad

101 Shirley Parkway, Piscataway, NJ, 08854

Social Media & Community Coordinator, Hybrid, 1 open position

Overview of Position

We are looking for a dynamic individual to fill the role of Social Media and Community Coordinator. In this position, you will play a pivotal role in enhancing our organization's visibility and engagement. Your responsibilities will encompass managing social media strategies, executing campaigns, creating compelling content, and monitoring performance metrics. Additionally, you will develop and implement community outreach programs, coordinate educational initiatives, and foster strong relationships with diverse individuals and organizations to promote our mission. The ideal candidate should have a passion for social media, excellent communication and interpersonal skills, a solid understanding of various social media platforms, community engagement strategies, and a commitment to education and social impact.

Responsibilities/Duties/Projects

Social Media & Community Coordinator duties can include the following:

- Develop and implement comprehensive social media and community outreach strategies aligned with organizational goals in the public health sector.
- Create engaging content for social media platforms, including text, images, videos, and infographics, covering holidays, events, spotlights, and achievements.
- Manage day-to-day activities on social media platforms, including content scheduling, posting, and community engagement.
- Stay updated with social media trends, emerging platforms, and industry best practices for strategy enhancement.
- Execute community outreach strategies to raise awareness of the organization's mission and programs.
- Collaborate with teams for consistent messaging.
- Establish partnerships with community organizations, schools, and relevant institutions.

- Coordinate educational initiatives, workshops, and presentations to schools and community groups.
- Maintain a database of community contacts, partners, and resources for ongoing collaboration.
- Foster positive relationships and engage volunteers.
- Stay informed about local trends and community needs
- Responsible for reporting to and reaching out to the primary point of contact (Assigned Officer) at least once a week with updates.
- Must be present at any and all coordinated events

Desired Majors

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

How To Apply

Send resume and cover letter to officers@riverroadrescue.org

River Road Rescue Squad

101 Shirley Parkway, Piscataway, NJ, 08854

Event Coordinator, Hybrid, 1 open position

Overview of Position

As an Event Coordinator for River Road Rescue Squad, you will be an integral part of our team, dedicated to enhancing the organization's community engagement and fostering a stronger sense of community within the squad. Your primary responsibilities will revolve around the strategic planning and execution of events, with a focus on increasing our presence in the community and fostering a sense of camaraderie among squad members. Additionally, you will work on improving logistics for currently planned events and come up with a number of feasible events for the future.

Responsibilities/Duties/Projects

Event Coordinator duties can include the following:

- **Strategic Event Planning:** You will be responsible for developing and implementing a comprehensive events strategy aimed at increasing the number of events hosted by River Road Rescue Squad in the community. This involves identifying opportunities for engagement and creating innovative event concepts that align with the organization's mission.
- **Logistical Execution:** Your role will involve overseeing the logistical aspects of event planning, from coordinating venues and schedules to managing resources and ensuring the smooth execution of events.

- **Community Engagement:** Actively engage with the community to understand their needs and preferences. Your creativity will be essential in designing events that resonate with the community, thereby increasing our organization's visibility and impact.
- **Member Relations:** Foster a sense of community and collaboration among squad members. Work closely with the team to encourage active participation in events and initiatives. Your outgoing personality and ability to work collaboratively will contribute to building a positive and united squad.
- **Promotion of Mission:** Infuse events with the mission and values of River Road Rescue Squad. Each event should serve as a platform to promote our organization's mission and values, reinforcing our commitment to serving the community and promoting public safety.

Projects:

- Rework current event schedule to improve overall engagement from community.

Desired Majors

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

How To Apply

Send resume and cover letter to officers@riverroadrescue.org

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.

- 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

Sis and Bro Initiative

Social Media, Hybrid, 1 open position

Overview of Position

Sis and Bro Initiative is seeking a dynamic and passionate Undergraduate Social Media Intern to join our team. This internship provides a unique opportunity for individuals interested in mental health advocacy to contribute their skills to a nonprofit setting while gaining hands-on experience in social media management.

Responsibilities/Duties/Projects

Social Media duties can include the following:

Content Creation:

- Develop engaging and relevant content for the Sis and Bro Initiative's social media platforms (Facebook, Twitter, Instagram, LinkedIn).
- Craft visually appealing and compelling graphics, videos, and other multimedia content to convey our organization's mission.

Platform Management:

- Monitor and manage social media accounts, ensuring timely responses to comments, messages, and mentions.
- Schedule and post content on various platforms to maintain a consistent online presence.

Campaign Support:

- Assist in planning and executing social media campaigns to raise awareness about mental health issues and promote Sis and Bro Initiative's initiatives.
- Collaborate with team members to align social media efforts with broader organizational goals.

Analytics and Reporting:

- Track and analyze social media metrics to measure the impact of campaigns and content.

Desired Majors

Open to all Majors

How To Apply

Send resume to sisandbrotogether@gmail.com

Somerset Hills Montessori School

173 Madisonville Road, Basking Ridge, NJ 07920

Assistant Teacher/Camp Counselor, In-person, 5 open positions

Overview of Position

Interns will be expected to oversee the students daily activities. As an intern, you will collaborate with the Montessori teachers to create a nurturing and engaging environment for students. You will ensure the children are learning respectful behavior and manners while assisting with classroom activities, preparing materials, offering one-on-one support to students, and participating in various outdoor activities. This is an excellent opportunity for individuals pursuing a degree in education or a related field to gain hands-on experience, strengthen their communication skills, and contribute to the growth of students.

Responsibilities/Duties/Projects

Assistant Teacher/Camp Counselor duties can include the following:

- Assist Montessori Teachers: Support lead teachers in implementing Montessori principles and activities in the classroom.
- Classroom Preparation: Prepare and organize materials for daily activities, ensuring a conducive and organized learning environment, and creating an enjoyable and educational environment.
- Individualized Support: Provide one-on-one assistance to students in their activities, fostering independence, trust and confidence in the students.
- Outdoor Activities: Engage students in outdoor and recreational activities, promoting physical development, safety and a connection with nature. Summer camp includes assisting children during swimming and teaching proper etiquette.
- Observation and Documentation: Observe and document students' progress, behaviors, and interests, contributing to individualized learning plans.
- Parent Communication: Communicate effectively with parents, sharing insights into students' daily experiences and achievements.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to shms1@verizon.net

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

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 13

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 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:

- 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;
- 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.

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**](mailto:NJKROCHR@use.salvationarmy.org)

The Sponsorship Concierge

Graphic Design Intern, Remote, 1 open position

Overview of Position

We are seeking a creative and talented Graphic Design Intern to join our team. This internship offers a unique opportunity to gain hands-on experience in designing visuals for marketing campaigns, social media, and events within the sponsorship industry.

Responsibilities/Duties/Projects

Graphic Design Intern duties can include the following:

- Create visually compelling graphics for marketing materials, including social media posts, blog images, and promotional materials.
- Collaborate with the marketing team to bring concepts to life through innovative design solutions.
- Ensure brand consistency across all visual elements, adhering to established design guidelines.
- Assist in the production of multimedia content, including video graphics and presentations.
- Work closely with cross-functional teams to understand design requirements and deliver impactful visuals.
- Stay updated on design trends, industry best practices, and incorporate fresh ideas into the creative process.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to hi@thesponsorshipconcierge.com

The Sponsorship Concierge

Project Management Intern, Remote, 1 open position

Overview of Position

As a Project Management Intern, you will work closely with our project management team to ensure the successful planning and execution of various initiatives within the organization.

Responsibilities/Duties/Projects

Project Management Intern duties can include the following:

-Project Planning:

- Assist in creating project plans, timelines, and task assignments for upcoming initiatives.
- Collaborate with team members to define project scope, goals, and deliverables.

-Coordination and Communication:

- Act as a liaison between different departments, ensuring smooth communication and collaboration.

- Schedule and coordinate meetings, track action items, and follow up on project-related tasks.

-Documentation:

- Maintain project documentation, including meeting minutes, project plans, and progress reports.
- Assist in creating and updating standard operating procedures for project management.

-Task Execution:

- Work with team members to execute specific tasks within projects, ensuring alignment with project goals.
- Monitor and report on project progress, identifying potential roadblocks and proposing solutions.

-Quality Assurance:

- Conduct quality checks to ensure that deliverables meet established standards and project requirements.
- Support in identifying and implementing improvements to project processes.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to hi@thesponsorshipconcierge.com

Township of Mount Laurel

750 Centerton Road, Mount Laurel, NJ 08054

Municipal Government Internship, In-person, 3 open positions

Overview of Position

Each intern will spend several weeks rotating in three main departments for municipal government; administration, tax/finance, and construction/community development. Interns will learn first-hand the day-to-day tasks of government employees through a holistic approach and sit in on any relevant meetings and events that occur during the period of the internship.

Responsibilities/Duties/Projects

Municipal Government Internship duties can include the following:

- Attend to day-to-day tasks of the assigned offices including, but not limited to:

- Processing and filing tax payments
- Processing and filing construction, planning, and zoning applications
- Processing clerical applications, and assisting Administrative staff
- Assist in setting up and breaking down any planned Township events during the internship period, including the Township's Juneteenth, National Night Out, and other small events during the summer
- Attend monthly meetings to learn the operations of the various boards that comprise the Township's citizen-appointed or elected bodies, including the Planning Board, Township Council, and the Diversity and Inclusion Board

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to bshillingford@mountlaurel.com

Volunteer Center of South Jersey, A Program of Jersey Cares

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

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, transcripts to taworthy@atapfoundation.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.

KEY LEARNING OBJECTIVES

Each internship caters to the development need of the individual. If you are selected, the key learning objectives will be clearly defined between you and the supervisor. Together we will determine skill gaps, desired outcome of the internship experience and define a suitable plan that will culminate in an internship capstone project. Examples of key and common learning objectives with us are noted below. However, not all will apply to what you are seeking and your specific experience. Therefore, don't be deterred by the many possibilities. Instead, consider which one(s) you are interested in learning more about.

PROFESSIONAL LEARNING OBJECTIVES

- Learn to build your communication skills online, on the phone and in-person through community engagement activities.
- Develop your public speaking skills through community engagement programs.
- Build your project management skills from inception to implementation.
- Develop your potential as a facilitator in group settings.
- Familiarize yourself with trade groups and associations.
- Learn about code of ethics.
- Learn about nonprofit trade periodicals.
- Learn to build your leadership skills by leading others in service.

Responsibilities/Duties/Projects

Program Associate - Nonprofit Management duties can include the following:

ACADEMIC LEARNING OBJECTIVES

- Learn and understand the methods involved in community engagement programs. Examples are social justice, environmental justice, stewardship programs, workforce development, and social determinants of health.
- Learn and understand the methods involved in researching science-based projects. Examples are the relationships between water and soil management or photosynthesis and its effects on plant life.
- Learn about the grant management cycle.
- Learn how to gather and analyze big data to address community-identified needs.

INTERN RESPONSIBILITIES

- Develop volunteer project plans in stewardship to Essex County Branch Brook Park and revise as appropriate to meet changing needs.
- Analyze and visualize data for the purpose of making informed decisions about our work.
- Support the grants management cycle; prospect, research, write, and impact reporting.
- Develop and implement a community outreach strategy to engage skills-based volunteers.
- You will work with the team to develop, implement, and manage our summer youth employment program known as Park Ambassadors.
- Assist in creating a leadership development curriculum for Park Ambassadors in the spring season.
- Motivate and empower program participants to learn workforce skills through service in Branch Brook Park in the summer season.
- Lead other community volunteers in Branch Brook Park in caring for the landscape.
- Craft marketing content in the form of videos, photos and writing for social media, community canvassing tools, and professional presentations.
- Advocate for service by writing and editing regular blog posts.

Desired Majors

Civics & Government, General Studies, Health Professions, Education, Engineering, Math & Physical Sciences, Life Science, Social Sciences, Open to all Majors, Business, Entrepreneurship & Human Resources

How To Apply

Apply through <https://branchbrookpark.org/internships>

CIRCLE Learning Group Inc

1412 Stelton Road Unit 5, Piscataway, NJ 08854

Marketing Intern, Hybrid, 1 open position

Overview of Position

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

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

Responsibilities/Duties/Projects

Marketing Intern duties 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

Desired Majors

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

How To Apply

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

CIRCLE Learning Group Inc

1412 Stelton Road Unit 5

STEAM Instructor/Coach, Hybrid, 2 open positions

Overview of Position

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

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

Responsibilities/Duties/Projects

STEAM Instructor/Coach duties 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

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

Compass ABA LLC

ABA Behavior Technician, In-person, 30 open positions

Overview of Position

Do you have a passion for impacting the lives of children and young adults with Autism Spectrum Disorder and their families? If so, then you'd be a great candidate for our ABA Behavior Technician position!

Compass ABA Therapy is a company that provides personalized and effective Applied Behavior Analysis (ABA) services to children and young adults with autism and their families. Our team of dedicated professionals are committed to improving the lives of those we serve through evidence-based treatment.

This is a full-time on-site role for an ABA Behavior Technician. The ABA Behavior Technician will work closely with Board Certified Behavior Analysts (BCBAs) to implement individualized ABA programs for children with autism. The Behavioral Health Technician will assist in conducting assessments, collecting data, providing one-on-one treatment, and collaborating with the interdisciplinary team to ensure progress towards goals and objectives.

Compass ABA provides highly individualized ABA therapy by taking every facet of the client's and family's life into consideration. Compass ABA was founded on the premise of maintaining high clinical quality and excellence. We are hiring passionate ABA Behavior Technicians/ RBTs to provide quality 1:1 instruction to children with autism in their homes or community settings to work on communication, social, play, and adaptive skills. By joining Compass ABA, you will apply your passion and work ethic to positively impact the lives of children and families in your community!

Responsibilities/Duties/Projects

ABA Behavior Technician duties can include the following:

- Follow the ABA Treatment Plan and corresponding treatment goals as designed by the BCBA
- Record objective daily data to reflect client progress toward goals
- Maintain objective daily session notes
- Manage effective communication with team members and supervisors
- Always ensure safety of the client and contact the appropriate person(s) in case of an emergency

Desired Majors

Education, Social Sciences, Open to all Majors

How To Apply

Send resume to hello@compassaba.org or apply through compassaba.org

Douglas Peterson DDS

18 Ayers Lane, Little Silver NJ 07739

Dental Assistant, In-person, 1 open position

Overview of Position

A dental assistant plays a crucial role in supporting dentists and ensuring smooth operations within a dental office. Dental assistants are key team members who help ensure the efficiency of dental procedures while prioritizing patient comfort and safety.

Responsibilities/Duties/Projects

Dental Assistant duties can include the following:

- Patient Care: Assisting patients, preparing them for treatments, and ensuring their comfort during procedures.
- Sterilization and Equipment Preparation: Sterilizing instruments, setting up equipment, and maintaining a clean and organized workspace.
- Assisting Dentists: Providing chair-side assistance to dentists during procedures, handing them tools, and anticipating their needs.
- Taking X-Rays: Operating and maintaining dental X-ray machines and assisting in taking and developing dental X-rays.
- Administrative Tasks: Scheduling appointments, managing patient records, and handling billing and payment procedures.
- Educating Patients: Instructing patients on proper dental hygiene techniques and post-treatment care.

Desired Majors

Communications, Health Professions, General Studies, Technologies & Technicians, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to info@littlesilverdental.com

Dover and Delaware River Railroad, LLC

Railroad Marketing and Business Development Intern, Hybrid, 1 open position

Overview of Position

This internship will focus on business development, marketing, and logistics for a short line freight railroad. The intern may be asked to interface with existing and prospective rail customers, representatives from our Class 1 railroad partners, state and local government officials, among others. Job duties will also involve market research and data collection with the

goal of growing the freight business on the Dover & Delaware Railroad and its affiliated railroads, the Dover and Rockaway River Railroad and the Delaware and Raritan River Railroad (all based in New Jersey).

The intern may be asked to attend occasional in-person meetings, which will generally be in Northern and/or Central New Jersey, and will need to provide their own transportation, but a majority of the internship duties can be done remotely. Intern must have a computer with reliable internet access, and have basic proficiency in word processing and spreadsheet programs. Training on the company's project management software will be provided. Strong writing skills and a level of comfort in interacting with customers in a sales-type environment are a plus.

Responsibilities/Duties/Projects

Railroad Marketing and Business Development Intern duties can include the following:

- Conduct market research on employer's current and prospective customers.
- Collect and aggregate data relevant to employer's business and customer base. This will include building out employer's customer database on Hive, a project management program. Existing knowledge of working with Hive is not required (but would be viewed favorably).
- Communicate with external partners including Class 1 railroads, state and local government, economic development agencies, current shippers and prospective customers via email, phone, and/or attending meetings.
- Assist EVP, VP and others with business development and marketing tasks.
- Help our company grow our business!

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to **cbanks@cadrailroads.com with a copy to sdolan@cadrailroads.com.**

Dynamic Learning Academy

45 Route 206 Hammonton, NJ 08037

Preschool teacher, In-person, 2 open positions

Overview of Position

- Create developmentally appropriate curriculum plans based on individual children's needs and interests within the context of family, culture, and society.

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

Responsibilities/Duties/Projects

Preschool teacher duties can include the following:

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

Desired Majors

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

How To Apply

Send resume to dynamiclearningac@gmail.com

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

Flows Tasty Treats

32 Noble Street, Newark NJ 07114

Social Media Marketing and Business Development Support Roles, Hybrid, 5 open positions

Overview of Position

Flows Tasty Treats is looking to hire 5 interns this summer for roles involving social media marketing and Business Development. Two interns would be responsible for creating and promoting content that would help promote our product and mission on all social media platforms.

The remaining three will focus on Business Development initiatives that would help the company acquire new business from a wide range of customers to support our expansion efforts.

Both roles will expose students to the ins and outs of running a small business while enabling them to develop critical 21st century skills such as communication, problem solving, collaboration and leadership.

Responsibilities/Duties/Projects

Social Media Marketing and Business Development Support Roles duties can include the following:

Social Media Marketing

- Research successful social media marketing campaigns
- Develop social media marketing strategy.
- Develop social media marketing campaign on various platforms.
- Track campaign results and adjust accordingly.
- Attend sales training offered through the Grant Cardone University Platform
- Attend weekly check-in with Executive Director

Business Development

- Attend sales calls alongside the CEO.
- Research and propose new sales channels.
- Research and apply to various Farmers markets in the NJ area.
- Research and pitch our product to wineries/bars across the country.
- Make cold calls to grocery stores, restaurants, and other retail venues.
- Manage the sales tracking process on google sheets.
- Propose edits to improve effectiveness of pitch.

Desired Majors

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

How To Apply

Send resume and cover letter to contact@flowstastytreats.com

Fraser's Mathematics Solutions

13 Boyden Street, East Orange NJ 07017

Sales & Marketing Intern, Hybrid, 1 open position

Overview of Position

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

We are seeking an enthusiastic and results-driven Sales & Marketing Intern to join our team. As a Sales & Marketing Intern, you will play a vital role in supporting both sales and marketing initiatives, collaborating with the team to drive business growth and increase brand exposure. This internship is ideal for individuals interested in gaining hands-on experience in the dynamic fields of sales and marketing.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. The Sales & Marketing Intern has the opportunity to gain exposure to various aspects of both sales and marketing beyond their primary responsibilities. This flexibility allows them to contribute to a comprehensive understanding of our business and industry.

Responsibilities/Duties/Projects

Sales & Marketing Intern duties can include the following:

Sales Support:

- Aid in lead generation and prospecting activities.
- Assist in sales presentations and customer communications.
- Work closely with the sales team to achieve targets and provide marketing support for sales initiatives.

Marketing Collaboration:

- Support the marketing team in developing and executing marketing strategies.
- Create content for social media and other marketing channels.
- Assist in analyzing marketing data and contributing insights for optimization.

Digital Marketing Assistance:

- Support digital marketing efforts, including email campaigns and social media.
- Collaborate on content creation for marketing materials.
- Assist in implementing and monitoring marketing campaigns.

Customer Engagement:

- Engage with customers to understand their needs and provide relevant product information.
- Contribute to customer feedback collection and analysis.

Sales Reporting and Analysis:

- Assist in generating sales reports and analyzing key performance indicators.
- Provide insights into sales trends and areas for improvement.
- Collaborate on developing strategies to enhance sales performance.

Desired Majors

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

How To Apply

Send resume and cover letter to [hiring@frasersmathematicssolutions.com](mailto: hiring@frasersmathematicssolutions.com)

Fraser's Mathematics Solutions

13 Boyden Street, East Orange NJ 07017

Project Management Intern, Hybrid, 1 open position

Overview of Position

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

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

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Project Management Intern has the opportunity to explore different aspects of project management, contribute to various projects, engage in product or service R&D, and support a wide range of

activities beyond their primary responsibilities. This flexibility allows them to gain valuable hands-on experience in a dynamic work environment.

Responsibilities/Duties/Projects

Project Management Intern duties can include the following:

Project Planning Assistance:

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

Coordination and Communication:

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

Task and Resource Management:

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

Documentation and Reporting:

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

Additional Focus Areas:

Product or Service R&D:

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

Workshop Support:

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

Research Support:

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

Design and Innovation:

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

Grant Application Support:

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

Event Planning and Scheduling:

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

Document Creation and Updating:

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

HR Support:

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

Data Analysis:

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

Initiative and Idea Generation:

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

Desired Majors

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

How To Apply

Send resume and cover letter to hire@frasersmathematicssolutions.com

Glassboro Child Development Centers

31-35 South Main Street Glassboro NJ 08028

Special Support Intern, In-person, 6 open positions

Overview of Position

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

Responsibilities/Duties/Projects

Special Support Intern duties 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

Ground Support Labs, LLC.

475 Alfred Ave Teaneck, NJ 07666

Accounting Internship, Hybrid, 1 open position

Overview of Position

The Staff Accountant Intern will be part of the Accounting - Finance department supporting a variety of key functions, including reporting, analysis and other accounting support functions. Additionally, they will participate on calls and meetings related to the staff accountant role. They may also be asked to participate in a variety of projects that are in process.

Responsibilities/Duties/Projects

Accounting Internship duties can include the following:

- Support accounting team in maintaining daily and month end accounting processes.
- Assist in preparation of journal entries, reconciliations and reports.
- Assist in data gathering and Ad Hoc projects.
- Develop an in depth understanding of banking products and services.
- Gain exposure to accounting and finance

Qualifications

- Highly motivated with demonstration of past success.
- Strong quantitative and technical abilities.
- Strong communication and time management skills.
- Creativity and ability to think outside of the box.
- Keen attention to detail.

Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors

How To Apply

Send resume to awaldron@groundsupportlabs.com

Hope Chocolates

1700 South Broadway Camden NJ 08104

Sales, Marketing, & Social Media Analyst, Hybrid, 2 open positions

Overview of Position

The Sales, Marketing, & Social Media Analyst will be responsible for implementing portions of the Hope Chocolates Marketing and Sales Plan previously developed in 2023. The Analyst will also perform a set of Marketing and Communications analyses focused on improving Brand Awareness and increasing Sales of Hope Chocolates products. Each analysis will focus on marketing, sales, or social media depending on their academic interest.

Responsibilities/Duties/Projects

Sales, Marketing, & Social Media Analyst duties can include the following:

- Develop holiday product campaigns
- Develop strategies for market testing
- Evaluate and market test different types of products and product packaging
- Develop surveys of existing customers to understand their feedback, preferences, recommendations etc.
- Develop articles on Hope Chocolates story, successes, and employee stories for publication
- Pursue media outlets for publishing stories on Hope Chocolates
- Develop strategy to increase brand awareness
- Research various on-line advertising options (e.g., Google)
- Develop recommended strategy and implementation plan for advertising
- Measure the results of various advertising campaigns
- Implement additional automation in Wix to increase sales (checkout offers)
- Develop content and make changes to eCommerce site regarding events, communications, and other activities
- Develop content for Hope Chocolates Facebook page based on the Personas and Customer Journey Roadmap contained in the Marketing & Sales Plan
- Evaluate success of posts using information from Facebook and our Wix eCommerce Site (e.g. customer conversion rates)
- Develop strategy to increase the number of followers of site
- Develop social media improvement plans
- Evaluate Facebook advertising to increase sales
- Develop content for Hope Chocolates email campaigns based on the Marketing & Sales Plan
- Send out emails from Wix every 1-2 weeks; emails should be a mixture of product related posts, holiday and other campaigns, business related posts on how Hope Chocolates is improving the lives of its employees, and topics on Re-Entry of ex-offenders into society

Desired Majors

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

How To Apply

Send resume, cover letter, and transcripts to info@hopechocolates.com

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

Design Researcher, In-person, 30 open positions

Overview of Position

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

Design Research Interns apply to a specific specialization:

Justice Health:

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

Food Distribution Programs:

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

Energy and Environmental Innovations:

Work with environmental organizations to develop outreach and education programs that translate scientific data into information community members, policymakers, environmental resource managers, and outdoor enthusiasts can all understand and appreciate. This specialization

is great for those wanting first time programming, data collection, digital communication and/or instructional design experience.

Immigrant Services:

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

Emerging Technologies:

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

Responsibilities/Duties/Projects

Design Researcher duties 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 & Languages

How To Apply

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

KIPP Cooper Norcross, A NJ Nonprofit Corporation

60 Park Place, Suite 802 Newark, NJ 07102

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

Overview of Position

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 2

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

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

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

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

Responsibilities/Duties/Projects

KIPP NJ- School Operations Internship duties 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

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 Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

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

Overview of Position

Internship Overview: Teaching and Learning Team

Duration: 10 weeks

Number of Interns: 2

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.

Qualifications

- Currently pursuing a degree in education, instructional design, or a related field.
- Familiarity with curriculum development and instructional design principles.
- Knowledge of educational standards and best practices in teaching and learning.
- Strong research and analytical skills.
- Excellent written and verbal communication skills.
- Proficiency in using educational technologies and software.
- Good organizational and time management skills.

Desired Majors

Education, Open to all Majors

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

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

Overview of Position

Internship Overview: Marketing Department at KIPP NJ

Duration: 10 weeks

Number of Interns: 1-2

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

Military Veterans Installation, LLC

205 US-46, Suite 7C, Totowa, NJ 07512

HR/Accounts Payable Intern, In-person, 1-2 open positions

Overview of Position

The Human Resources/Accounts Payable Internship is designed to adequately expose each student to real work experiences, while connecting these experiences to their academic studies in their field of study. Interns will be expected to be self-starters, highly organized and motivated to advance quickly in this internship. An individual who possesses creative and critical thinking skills will enjoy the flexibility and freedom that this internship provides to the right candidate.

Responsibilities/Duties/Projects

HR/Accounts Payable Intern duties can include the following:

- Preparing and maintaining accounts payable electronic file and folder structure for audit readiness
- Reviewing and redacting information
- Filing and maintaining electronic documents, entering invoices into the system
- Reviews and processes vendor invoices, check requests and employee expense reports
- Reconcile invoices with statements and verify accuracy of related documents
- Document and review internal financial processes and recommend changes to management
- Assists in developing financial reports and provide trend reporting and other analysis on an ad-hoc basis
- Assist in creating budget templates for upcoming budget cycle
- Assist in the preparation of journal entries related to monthly general ledger activity and adjusting entries as needed
- Analyze and research financial information pertaining to statements of operations, assets, liabilities and capital
- Support the audit/review of our financial statements by our external auditors
- Assist with performing research on technical accounting matters, as they may arise
- Review monthly bank reconciliations
- Review all intercompany balances on a monthly basis

Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mvinstallers.avs@gmail.com

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

Raritan Valley YMCA

144 Tices Lane, East Brunswick, NJ 08816

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

Overview of Position

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

life through a unique and dynamic combination of programs that strengthen spirit, mind, and body. The Raritan Valley YMCA embraces the values of caring, honesty, respect, and responsibility.

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

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

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

Responsibilities/Duties/Projects

Communications and Marketing Intern duties 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>

Raritan Valley YMCA

144 Tices Lane, East Brunswick, NJ 08816

Health and Wellness Intern, In-person, 2 open positions

Overview of Position

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

Under the direction and supervision of the Senior Program Director, the Health & Wellness Intern will support the YMCA staff team in health and wellness program planning and facilitation to a variety of audiences. In this role, the employee will carry out the mission of the YMCA by fostering the development of spirit, mind and body and incorporating the four core values of Caring, Honesty, Respect and Responsibility in their daily activities.

The Health & Wellness Intern must possess the ability to work with technological systems, be enrolled in a college degree program in a related business field or similar concentration and have some course work and/or experience in the area of intern. The candidate must have

demonstrated skills and or be willing to develop skills in working with staff, volunteers, and members in the operations of the YMCA.

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

Responsibilities/Duties/Projects

Health and Wellness Intern duties 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>

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

The Boys & Girls Club of Atlantic City

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

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

Overview of Position

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

Responsibilities/Duties/Projects

Programming & Workforce Development Summer Associate duties 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

The Boys & Girls Club of Atlantic City

1616 Pacific Avenue Suite 500 Atlantic City, Nj 08401

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

Overview of Position

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

Responsibilities/Duties/Projects

Behavioral Health Services Summer Associate duties 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

The Boys & Girls Club of Atlantic City

1616 Pacific Avenue Suite 500 Atlantic City, NJ 08401

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

Overview of Position

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

Responsibilities/Duties/Projects

Human Resources Summer Associate duties 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

Vibrnz

UI UX designer, Remote, 1 open position

Overview of Position

The UI/UX designer will be responsible for enhancing the user experience and visual appeal of our website by creating intuitive, efficient, and aesthetically pleasing interfaces. This role involves collaboration with our software development team, understanding user needs, and translating them into design solutions that align with business goals.

Responsibilities/Duties/Projects

UI UX designer duties can include the following:

User Research:

- Conduct user research to understand the target audience, their behaviors, and needs.
- Analyze user feedback and incorporate insights into the design process.

Information Architecture:

- Define and create the information architecture to ensure logical and seamless user journeys.
- Organize content and features in a way that enhances usability and accessibility.

Wireframing and Prototyping:

- Develop wireframes and prototypes to illustrate design concepts and user flows.
- Iterate on designs based on feedback and testing results.

UI Design:

- Create visually appealing user interfaces that align with brand guidelines and enhance the overall user experience.
- Select appropriate color schemes, typography, and visual elements to convey the desired message.

Interaction Design:

- Design interactive elements and transitions to improve user engagement and satisfaction.
- Ensure consistency in interactions across different parts of the product.

Collaboration:

- Collaborate with cross-functional teams, including developers,
- Communicate design ideas and rationale effectively to stakeholders.

Usability Testing:

- Conduct usability testing to gather feedback and identify areas for improvement.

Documentation:

- Create and maintain design documentation, including style guides and design specifications.
- Provide design assets and specifications to development teams.

Desired Majors

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

How To Apply

Send resume and cover letter to mini.a@vibrnz.com

Walker Brand Collective

Crowdfunding Intern, Remote, 2 open positions

Overview of Position

About the Internship: In this dynamic internship, you'll be an integral part of our startup team, gaining hands-on experience in the exciting world of fundraising through online communities. You'll work alongside the founder to learn and employ campaign launches, management, and analysis

Responsibilities/Duties/Projects

Crowdfunding Intern duties can include the following:

- Assist with campaign creation and optimization: Help creators craft compelling campaign narratives, identify target audiences, and develop effective outreach strategies.
- Analyze campaign data and recommend improvements: Utilize data analytics tools to track campaign performance, identify trends, and provide data-driven insights to optimize campaign strategies.
- Contribute to content creation: Generate engaging social media posts, blog articles, and other content to promote crowdfunding initiatives and educate potential backers.
- Provide administrative support: Assist with various administrative tasks, including data entry, scheduling meetings, and managing project timelines.
- Stay informed about industry trends and best practices: Actively research and learn about the latest crowdfunding trends, platforms, and regulations.
- Collaborate with team members and stakeholders: Work closely with campaign managers, marketing specialists, and other team members to achieve project goals.
- Assist with researching and identifying potential crowdfunding platforms for specific projects.

- Develop compelling campaign narratives and content, including video scripts, social media posts, and press releases.
- Conduct data analysis to track campaign performance and optimize strategies for increased engagement and funding.
- Create and manage donor outreach campaigns and communication channels.
- Support with ongoing campaign management tasks, including responding to donor inquiries and managing rewards fulfillment.
- Stay up-to-date on crowdfunding trends and best practices through research and collaboration with the team.
- Contribute to internal projects and brainstorming sessions as needed.

Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, General Studies, Humanities & Languages, Social Sciences, Open to all Majors

How To Apply

Apply through <https://wellfound.com/recruit/jobs/2883566>

Wunderkind Academy

179 Irvington Avenue. South Orange, NJ 07079

Infant Assistant Teacher Internship, In-person, 1 open position

Overview of Position

The Infant Assistant Teacher plays a pivotal role at Wunderkind Academy, a childcare center dedicated to nurturing the youngest minds. In this role, you will collaborate closely with lead teachers to ensure the health, welfare, and safety of infants in our care. Your responsibilities include assisting with daily activities and meal preparations, engaging in interactive play, and contributing to a secure and learning-rich environment. You will monitor and guide infants both in and out of the classroom, including outdoor activities and field trips, while ensuring the classroom remains organized and conducive to learning. This position is ideal for those who are passionate about early childhood development and wish to make a positive impact on the lives of infants.

Responsibilities/Duties/Projects

Infant Assistant Teacher Internship duties can include the following:

- Assist Lead Teachers: Collaborate closely with lead teachers in supervising and caring for infants, ensuring their health and safety at all times.

- Activity Preparation: Help prepare and organize daily activities and meals, creating a nurturing and stimulating environment for infants.
- Child Interaction: Engage in interactive play and learning activities with infants, fostering their development and providing individual attention.
- Classroom Management: Ensure the infant classroom is well-organized, clean, and safe, and monitor infant activities both inside and outside the classroom.
- Field Trip and Outdoor Supervision: Accompany infants on field trips and outdoor activities, ensuring their safety and enhancing their learning experience.

Desired Majors

Education, Open to all Majors

How To Apply

Send resume and transcripts to info@mlthinkers.com

Wunderkind Academy

179 Irvington Avenue. South Orange, NJ 07079

Business Analyst Internship, Hybrid, 1 open position

Overview of Position

The Business Analyst position at Wunderkind Academy offers a unique opportunity to impact the operational efficiency and market competitiveness of our childcare center. In this role, you will be responsible for creating management plans, analyzing market trends, and identifying areas for improvement within the business model. Your tasks include collecting and analyzing client feedback, conducting surveys, and presenting data-driven strategies for business enhancement. Staying abreast of industry standards and trends is crucial for implementing innovative changes in our projects and services. This role is ideal for someone with strong analytical skills, business acumen, and a passion for driving organizational success through strategic planning and analysis.

Responsibilities/Duties/Projects

Business Analyst Internship duties can include the following:

- Management Planning: Develop and implement detailed management plans to improve operational efficiency and effectiveness.
- Market Analysis: Conduct thorough market and competition analysis to identify trends and areas for strategic growth.
- Feedback Collection and Analysis: Gather and analyze client feedback through surveys and other methods to inform business improvements.
- Presentation and Reporting: Create and deliver presentations on data-driven strategies, and arrange meetings to discuss potential improvements.

- Industry Research: Stay updated on industry standards and trends to integrate innovative practices into new projects and services.

Desired Majors

Education, Open to all Majors, Business, Entrepreneurship & Human Resources

How To Apply

Send resume, cover letter, and transcripts to info@mlthinkers.com

YMCA of the Pines

1303 Stokes Road, Medford, NJ 08055

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

Overview of Position

The intern position will give the opportunity to enhance verbal and non-verbal communication skills through various projects and use of sophisticated customer service and achieve wide-spread communication which transfers to every aspect of life and career. The intern will grasp an understanding of office and business procedures that will benefit them through their next steps in college, other internships and in their career. We allow room for creativity and exploration, to utilize creativity to complete projects and relay information, including website management. Through the internship, the intern can establish a set of professional and personal goals to work towards through the duration of the ten (10) weeks. Some markers and examples of these goals include, but are not limited to; an increase in confidence (in abilities), to gain strong leadership skills, create written media, form relations/networks, and to increase professional organization skills. The Financial Developmental aspects will coincide with a wide variety of studies/majors. The use of Excel spreadsheets, Power Point, Publisher and Word will enhance skill sets.

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

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

Professional organizational skills are a necessity in both college and the workforce. Entering an office position requires professional skills to be tuned in when facing customer and business

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

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

Responsibilities/Duties/Projects

Business/Communications Intern duties 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