



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities by Major  
Social Sciences

## Covenant House New Jersey

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

**CHART Intern, Hybrid**, 2 open positions

### Overview of Position

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

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

### Responsibilities/Duties/Projects

*CHART Intern* duties can include the following:

- Complete and assist with CHART projects assigned, that assist in reaching CHART goals and objectives.
- Assist with the collection of data and reporting via internal data platform
- Conduct and assist with internal program evaluation projects
- Support the program evaluation and direct care staff teams with the maintenance of data quality
- Assist with research projects on youth experiencing homelessness and victims of human trafficking
- Work with the team to co-develop and implement evidence-based approaches that would improve the quality of care and serve as a model for service providers in NJ and beyond.
- Assist with the development of training materials, and observe training and technical assistance sessions
- Work collaboratively inter-departmentally and through-out all sites to communicate and involve stakeholders in CHART initiatives
- Collaborate on agency-wide process improvement efforts

- Assist with advocacy initiatives to promote policies at the federal, state, and local levels that are supported by CHNJ's research, internal data, and experiences reported by youth and staff
- Support the development of materials (i.e., slide decks, infographics, etc.) that reflect CHNJ's work
- Assist as needed with grant writing and institutional giving projects
- All other duties assigned by management staff
- This position does not include direct care responsibilities with clients

### Qualifications

- Graduate students preferred, graduating seniors planning on entering a graduate program will be considered
- Committed to the causes of ending youth homelessness and human trafficking
- Flexible, dynamic, creative problem solver.
- Strong ability to partner with staff and volunteers throughout the Covenant House organization
- Valid NJ driver's license with an insurable driving record
- Strong knowledge of Microsoft suite programs
- Individuals with lived experience of homelessness and human trafficking are strongly encouraged to apply
- Preferred Qualifications: Knowledge of Canva or other graphic design software
- This is a hybrid position. The individual would be expected to spend a minimum of 20 hours at either the Newark or Atlantic City location to develop an understanding of programmatic operations, which informs CHART's research, program evaluation, and advocacy work.

### Desired Majors

Social Sciences

### How To Apply

Send resume, cover letter, and transcripts to [covenanthousenj.org](http://covenanthousenj.org)

## **Housing Authority of The City of Elizabeth**

688 Maple Avenue, Elizabeth, NJ 07202

**Caseworker, In-person**, 5 open positions

### Overview of Position

The Case Manager Intern will work with the Housing Authority of the City of Elizabeth to provide supportive services to low-income residents of HACE as well as participants enrolled in HACE's grant programs. The intern will assist Property Management and Case Managers in

delivering a broad range of counseling and referral services, including job training and placement, educational assistance, financial literacy, and occupational therapy. The Case Manager Intern will support the mission and the vision established by the Authority's Board of Commissioners and Executive Director. The intern will gain valuable experience in case management and social services while contributing to the betterment of the community.

### **Responsibilities/Duties/Projects**

*Caseworker* duties can include the following:

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

### **Desired Majors**

Social Sciences

### **How To Apply**

Send resume, cover letter, and transcripts to [\*\*CMYERS@HACENJ.COM\*\*](mailto:CMYERS@HACENJ.COM)

## International Rescue Committee

208 Commerce Place, Elizabeth, NJ 07201

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

### Overview of Position

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

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

### LEARNING OBJECTIVES:

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

### Responsibilities/Duties/Projects

*Intensive Casement Management Intern* duties can include the following:

- Assist with client check-ins in person, over the phone or through camera (as preferred by the client).
- Develop individualized plans with detailed action steps based on client needs.
- Evaluate clients on progress on individualized plans during benchmark periods.
- Assist in scheduling client health and social service appointments and coordinating transportation as needed.
- Coordinate with service providers and make referrals as needed.

- Accompany clients to in-person appointments as needed.
- Educate clients on the U.S. healthcare and benefits systems.
- Explore community resources and connect with outside organizations.
- Keep thorough and accurate case file documentation in IRC's database.
- Keep all digital files up to date and create new digital client files as needed.
- Communicate client concerns and potential challenges to ICM caseworkers.

### **Qualifications**

- Presently enrolled in a Bachelor of Social Work (BSW) or Master of Social Work (MSW), or having recently attained a BSW or MSW degree.
- Previous experience and/ or a strong interest in working with refugees and immigrants.
- Bilingual proficiency in one of the following languages for interpretation/translation purposes: Haitian/ Creole, French, Spanish, Dari, Pashto, or Arabic.
- Commitment to fulfilling a minimum of 15 hours or the maximum number of stipulated as outlined by school's field manual.
- Commitment to participating in a hybrid work environment with availability for in-person work on Wednesdays (in-person requirement can be amended as needed).
- Excellent communication and interpersonal skills.
- Flexibility and reliability to meet the diverse needs of client needs.
- Proficiency in digital literacy, including knowledge of databases and computer programs such as Microsoft Office applications (Word, Excel, Outlook).
- Willingness to use IRC-provided laptops for all tasks and adhere to IRC acceptable use policies.
- IRC leading the way From Harm to Home.

### **Desired Majors**

Social Sciences

### **How To Apply**

Send resume and cover letter to [fiorella.rodriguez@rescue.org](mailto:fiorella.rodriguez@rescue.org)

## **Lincoln Park Coast Cultural District**

450 Washington Street, Newark, NJ 07103

**Non-Profit Administration Intern, Hybrid**, 1 open position

### **Overview of Position**

The Lincoln Park Coast Cultural District, Inc. (LPCCD) is a non-profit 501c3 organization actively engaged in the practice of economic development through Creative Placemaking. Our mission is to plan, design and develop a comprehensive arts and cultural district in the Lincoln Park neighborhood of downtown Newark. In general, all interns should be knowledgeable about

the digital landscape and proficient in usage of social media, technology, apps. and must be active on social media. The Non-Profit Management Intern will learn hands on by doing, shadowing in meetings and at virtual / in-person events and by weekly meeting with the Executive Director. In a post-pandemic world, it is increasingly important that all interns must understand virtual communication, collaboration and project management software, some understanding of content streaming and content production, virtual event software and digital. The intern will learn through two main functions: day to day non-profit operations and the administrative function of the office of the Executive Director.

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

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

### **Responsibilities/Duties/Projects**

*Non-Profit Administration Intern* duties can include the following:

- LPCCD Non-Profit Fundraising Tracking Management (shared with organization’s lead agency and fundraising consultant)
- LPCCD Fundraising Administrative Assistance for Major Initiatives
  - The Lincoln Park Church Façade Project – Goal Ribbon Cutting FY 2024
  - The Annual Lincoln Park Arts and Culture Season
  - Four Pillars: Arts & Culture, Wellness, Community Organizing Initiatives, Public Art
  - Earned Revenue Events and Programs
  - Lincoln Park General Operating Grants and Fundraising (ongoing)
- LPCCD Website 3.0 Project
  - Remind Executive Director to complete all tasks assigned to LPCCD by tracking timeline
  - Assist ED with moving appropriate staff along through reminders and follow up emails & calls

- Assist organization with asset gathering and historical timeline for website project
- LPCCD Sustainable Living Community Podcast Season 2
  - Remind Executive Director to complete all online public speaking/hosting videos shared by agency
  - Participate in agency Media Training Session for Executive Director
  - Assist Executive Director with management of his calendar with respect to podcast video shoots, to practice his speaking points for podcast prior to, practicing and rehearsing
- LPCCD Core Executive Team Meeting Participation & Planning Sessions for Non-Profit Activities
- LPCCD Grantor/Funder Recap Support for Executive Director
  - Assist Executive Director with accessing recap reports provided by agency; copying/pasting into Grant Portal report formats
- LPCCD Content Access Links and Google Drive Support
  - Assist Executive Director with navigating Google Drive and where to find information
- LPCCD Lincoln Park Friends of Community Advocacy Group - Attend Meetings “Listen and Learn”

### *Desired Majors*

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

### *How To Apply*

Send resume and cover letter to [LPCCDMarketing@gmail.com](mailto:LPCCDMarketing@gmail.com)

## **Ramapo College of New jersey**

505 Ramapo Valley Road, Mahwah, NJ 07430

**Teen Social and Emotional Learning Internship, In-person**, 1 open position

### *Overview of Position*

The Upward Bound Math Science Program at Ramapo College of New Jersey seeks a Social and Emotional Learning (SEL) Intern. Under the supervision of the Residential Director and the Director of the Upward Bound Math Science (UBMS) Program, the SEL Intern will support the UBMS participants, who are first generation, low-income high school students, by developing programming that addresses participant social and emotional health with the goal of meeting their academic and career development needs while they participate in this college preparatory program. The intern will learn to assess participant social/emotional and academic needs and implement a multi-tiered system of support, including: 1) core classroom/large group intervention, 2) targeted small group intervention, and 3) intensive individual intervention to



assess participant social and emotional needs and to provide coping skills in the management of emotional awareness and emotional regulation. A bachelor's in social work or related field and enrollment in a Master's in Social Work Program for the Fall 2024, as well as strong interpersonal skills are required.

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**

*Teen Social and Emotional Learning Internship* duties can include the following:

Assessment of Participant Needs:

- Assess UBMS participant Social and Emotional needs by performing brief screenings using the ACEs-Q, the Connor-Davidson Resilience Scale (CD-RISC-10), the emotional awareness questionnaire, and the emotional regulation questionnaire, reviewing assigned journal entries, performing group/individual discussions, and reviewing the summer behavior log
- Assess UBMS participant academic needs by reviewing school report cards, summer program progress reports, Accuplacer test scores, and SAT practice scores

Multi-Tiered System of Support:

- Develop and implement classroom/large group intervention: brain breaks to build community and relationships and activities for social emotional learning
- Develop and implement targeted small group intervention: RULER activities
- Develop and implement intensive individual intervention (caseload of 5-6): case management, supportive counseling to those in need of more 1-on-1 attention

Record Keeping:

- Maintain detailed records of assessments for each participant
- Maintain detailed notes of small and large group intervention strategies and process recordings of individual sessions.

### **Desired Majors**

Social Sciences, Health Professions

### **How To Apply**

Send resume, cover letter, and transcripts to Sandra Suarez at [ssuarez@ramapo.edu](mailto:ssuarez@ramapo.edu).

## Absecon Capital

3101 Revere Blvd, Brigantine, NJ 08201

**Finance Internship, Hybrid**, 5 open positions

### Overview of Position

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

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

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

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

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

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

### Responsibilities/Duties/Projects

*Finance Internship* duties can include the following:

- Learn about Absecon Capital, our corporate structure, and business strategies
- Think broadly about our data usage and suggest creative ways to analyze it
- Handle, manipulate, and analyze data for financial projections and business expansions
- Provide weekly, monthly, and quarterly P&Ls
- Review Quickbooks categorization and automation
- Develop skills in tax collecting and filing

### Qualifications

- Academic major of Finance or Accounting
- GPA of 3.0 or greater

- Currently enrolled as a full-time student at an accredited college or university. Rising Seniors or rising Juniors preferred
- Candidates should have an understanding of finance and accounting concepts and principles
- Desktop software skills, particularly knowledge and use of Excel, Word, Google Drive, Quickbooks
- Strong communication skills
- Self-starter with the ability to coordinate and prioritize various assignments
- Ability to research and analyze financial information, enjoying a heavy data and analysis component to your work
- Ability to interact as a team player
- Ability to complete assignments responsibly and function independently
- Be curious and ask questions

### **Desired Majors**

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

### **How To Apply**

Fill out the following form: <https://forms.gle/4ps2FvtB6HJ1DGfL6>

## **Absecon Capital**

3101 Revere Blvd, Brigantine, NJ 08201

**Marketing Internship, Hybrid**, 5 open positions

### **Overview of Position**

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

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

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

### **Responsibilities/Duties/Projects**

*Marketing Internship* duties can include the following:

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

### **Qualifications**

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

### **Desired Majors**

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

### **How To Apply**

Fill out the following form: <https://forms.gle/GV7LLepNgcgvKbA9>

## **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](mailto:rkutzik@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](http://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>

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

**Talent Acquisition Intern, Hybrid**, 2 open positions

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Talent Acquisition Intern* duties can include the following:

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

What You Will Learn:



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

### Qualifications

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

### Desired Majors

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

### How To Apply

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

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

**College Ministry Intern, Hybrid**, 1 open position

### Overview of Position

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

### Responsibilities/Duties/Projects

*College Ministry Intern* duties can include the following:

- Build relationships with college students.
- Lead weekly outreach times at local colleges and universities.
- Mobilize Christ centered student leaders.

- Disciple students in small groups on campus.
- Help organize and plan college events on and off campus.
- Help lead Quest College programs.
- Assist with follow-up with new students.
- Help with various administrative tasks.
- Invest relationally in the team, staff, and church family.

#### What You Will Learn:

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

#### Qualifications

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

#### Desired Majors

Humanities & Languages, Social Sciences, General Studies

#### How To Apply

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

## **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 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](mailto:interns@circlesteamlab.org) or apply through [www.circlesteamlab.org](http://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@cfbnj.org](mailto:hrdept@cfbnj.org)

## **Community Foodbank of New Jersey**

31 Evans Terminal Road Hillside, NJ 07205

**CFBNJ Nutrition Education Summer Intern, In-person, 2 open positions**

### *Overview of Position*

Interns will be responsible to working with CFBNJ employees in various areas. These internships offer valuable hands-on experience around our mission via job shadowing, teaching classes, conducting analysis and supporting program execution in the following areas:

Public Health Education and Nutrition

This will be an opportunity to connect with the community on health education issues.

### *Responsibilities/Duties/Projects*

*CFBNJ Nutrition Education Summer Intern* duties can include the following:

- Engage with Nutrition Educators and learn how to ensure healthy meal choices for clients
- Organizing database of information to ensure proper flow within the department.
- Provide support to the Senior Nutrition Educators to better understand SNAP-Ed programming and opportunities for client expansion.

- Review hiring data to assess how the team can attract new educators.

### *Desired Majors*

Health Professions, Life Science, Math & Physical Sciences, Social Sciences

### *How To Apply*

Apply through <https://cfbnj.org/careers>

## **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](mailto:hello@compassaba.org) or apply through [compassaba.org](http://compassaba.org)

## **Dr Stephen Oreski & Associates**

15 Farview Terr, Unit 1

**Business Administration intern, In-person**, 1 open position

### *Overview of Position*

The Business Administrative Intern will have the opportunity to work closely with professionals in your field of study and gain exposure to different facets of our business. This internship is designed to provide you with valuable insights and practical knowledge in areas such as finance, operations, marketing, or strategy. You will contribute to real projects and play a vital role in helping our company achieve its goals.

### *Responsibilities/Duties/Projects*

*Business Administration intern* duties can include the following:

- Collaborate with team members to support various business initiatives and projects.
- Assist in data analysis, financial modeling, and market research.
- Prepare reports, presentations, and business documents.
- Participate in meetings and contribute ideas to improve processes and strategies.
- Conduct competitive analysis and stay updated on industry trends.
- Support day-to-day business operations and administrative tasks.
- Provide research and insights to assist in decision-making.
- Take on additional responsibilities and special projects as needed.

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Social Sciences, Health Professions

### *How To Apply*

Send resume, cover letter, and transcripts to [steve@bergencountytherapist.com](mailto:steve@bergencountytherapist.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](mailto:dynamiclearningac@gmail.com)

## **ELEVATE TO EVEN PLUS**

**Marketing Intern, Hybrid**, 1 open position

### *Overview of Position*

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

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

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

### *Responsibilities/Duties/Projects*

*Marketing Intern* duties can include the following:

- The Marketing Intern will evaluate, coordinate, and develop marketing materials for use in social media and print for Eleven+.
- The intern will create an engaging marketing/social media content calendar for the summer and autumn 2024.

- The intern develops content specific to Instagram to introduce the interns to the community and will coordinate the intern video stories project.
- The intern will develop and manage the ongoing intern testimonial feature project. The intern will coordinate the outreach to interns and facilitate the interview process to capture and document insight into the intern's experiences. These testimonials will be shared as social posts and throughout other marketing materials.
- The intern will work with our Founder (Executive Director) and with the Chief Program Officer to advance the visibility of the Eleven+ Diversity Internship Program to potential applicants, partners, donors, and media outlets.
- The Marketing Intern will coordinate and develop various marketing materials for all channels: Instagram, LinkedIn, Email Web. and print for the Eleven+ program and planned events.
- The intern will create ongoing professional development tips and content for posting on Tuesdays through Instagram to reinforce actionable advice and recommendations for Eleven+ interns.
- The intern will be responsible for the development and weekly management of a marketing/social media content calendar, which outlines the specific dates and content that will be pushed out through the various channels for June, July, and the first week of August. The content calendar is to be developed in Word/Google/Canva.
- The intern will develop online marketing materials to support the Role Model Speaker Series and three regional networking events.

### Qualifications

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

### Desired Majors

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

### How To Apply

Send resume, cover letter, and transcripts to [internships@eleven-plus.org](mailto:internships@eleven-plus.org)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Marketing & Communications Associate, Remote**, 2 open positions

### **Overview of Position**

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

### **Responsibilities/Duties/Projects**

*Marketing & Communications Associate* duties can include the following:

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

### **Desired Majors**

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

### **How To Apply**

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Business Development Associate, Remote**, 1 open position

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Business Development Associate* duties can include the following:

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

### *Desired Majors*

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

### *How To Apply*

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Data & Influence Associate, Remote**, 1 open position

## *Overview of Position*

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

## *Responsibilities/Duties/Projects*

*Data & Influence Associate* duties can include the following:

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

## *Desired Majors*

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

## *How To Apply*

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Organizational Strategy Associate, Remote**, 1 open position

### **Overview of Position**

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

### **Responsibilities/Duties/Projects**

*Organizational Strategy Associate* duties can include the following:

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

### **Desired Majors**

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

### **How To Apply**

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.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](mailto:jdillon@gcdckids.net)

## **Graham Behavior Services**

60 NJ 36 West Long Branch, NJ

**HR intern, In-person**, 3 open positions

### **Overview of Position**

The intern will assist Graham Behavior Services in helping clients with autism reach success and independence. The intern will help support clients by helping with setting up interviews for new hires along with onboarding meetings, and working directly with admin staff to organize educational resources and complete data entry.

### **Responsibilities/Duties/Projects**

*HR intern* duties can include the following:

- Helping/working with clients
- Data Entry
- Organizing Educational Resources
- Project Coordination
- Assisting with the Caregiving of Individuals with Disabilities
- Supporting admin team with various clerical tasks
- Checking resumes
- Scheduling interview
- Additional HR tasks

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Education, Health Professions, Social Sciences

### **How To Apply**

Send resume and transcripts to [hr@grahambehavior.com](mailto:hr@grahambehavior.com)

## **Heritage Glass Museum**

25 High Street East, Glassboro, NJ 08028

**Digital Media Assistant, In-person**, 1 open position

### **Overview of Position**

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

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

### **Responsibilities/Duties/Projects**

*Digital Media Assistant* duties can include the following:

- Understand and exhibit best practices in handling, digitizing, and organizing historical material and artifacts.
- Experience digitizing materials using a scanner and digital camera



- Learn, understand, and document basic metadata related to artifacts.
- Apply best practices in photographing historic artifacts.
- Assist with developing content for social media
- Become knowledgeable of the Museum's collection and history, and share this knowledge with visitors.
- Greet visitors, answer questions, and provide tours of the museum.
- Collaborate in welcoming and assisting visitors at the Museum.

### *Desired Majors*

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

### *How To Apply*

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

## **iEvolove Experience**

485C US Highway 1 South Suite 350, Iselin, NJ 08830

**Social Service Coordinator, Hybrid**, 2-3 open positions

### *Overview of Position*

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

### *Responsibilities/Duties/Projects*

*Social Service Coordinator* duties can include the following:

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

### *Desired Majors*

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

### How To Apply

Send resume, cover letter, and transcripts to [hello@ieolveexperience.org](mailto:hello@ieolveexperience.org) or apply through <https://www.ieolveexperience.org>

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

**Design Researcher, In-person, 30 open positions**

### Overview of Position

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

Design Research Interns apply to a specific specialization:

Justice Health:

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

Food Distribution Programs:

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

Energy and Environmental Innovations:

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

Immigrant Services:

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

Emerging Technologies:

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

### **Responsibilities/Duties/Projects**

*Design Researcher* duties 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](mailto: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](mailto:mmorales@lacasanwk.org)

## **NAMI New Jersey**

1562 US-130, North Brunswick Township, NJ 08902

**NAMI NJ SAMHAJ Outreach Intern, Hybrid**, 1 open position

### **Overview of Position**

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

### **Responsibilities/Duties/Projects**

*NAMI NJ SAMHAJ Outreach Intern* duties can include the following:

Program Development and Planning:

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

#### Event Coordination:

- Assist in planning and executing events that celebrate and honor the diverse cultures of South Asia, managing logistics, marketing, and participant coordination.
- Liaise with speakers, performers, and community representatives to ensure the success of events.

#### Content Creation:

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

#### Data Collection and Analysis:

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

#### Community Engagement:

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

#### *Desired Majors*

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

#### *How To Apply*

Send resume to [KSampson@naminj.org](mailto:KSampson@naminj.org)

## **NAMI NJ**

1562 US-130, North Brunswick Township, NJ 08902

**NAMI NJ Signature Program Intern, Hybrid**, 2 open positions

### **Overview of Position**

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

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

### **Responsibilities/Duties/Projects**

*NAMI NJ Signature Program Intern* duties can include the following:

- Assist in expanding Signature Programs including but not limited to:
- Family Support Group, Family to Family, Ending the Silence and others
- Serve as producer for signature program trainings, check ins and refreshers.
- Recruit new volunteers for signature programs.
- Assist in screenings of applicants for Signature Program trainings.
- Maintaining evaluation tools.
- Arrange and Track Ending the Silence presentations.
- Coordinating scheduling with schools and other entities.
- Design and deliver various communications to program leaders.
- Publicity/marketing - designing materials, working with communication staff and innovating new approaches.
- Assist in Volunteer recognition activities.
- General administrative support such as answering calls, emailing and organizing (zoom schedules).
- Complete other related responsibilities, duties and logistics as assigned.
- Spanish speaking applicants strongly desired.

### **Desired Majors**

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

### **How To Apply**

Send resume to [\*\*Ksampson@naminj.org\*\*](mailto:Ksampson@naminj.org)



## **Parkside Business & Community In Partnership, Inc.**

1487 Kenwood Avenue, Camden, NJ 08103

**Housing Internship, In-person**, 1 open position

### **Overview of Position**

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

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

### **Responsibilities/Duties/Projects**

*Housing Internship* duties can include the following:

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

- Communication: Assist in drafting content for newsletters, social media, and other communication channels.; Collaborate with the team to ensure effective communication with stakeholders.

### **Qualifications**

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

### **Desired Majors**

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

### **How To Apply**

Send resume and transcripts to [parksidemedia@pbcip.org](mailto:parksidemedia@pbcip.org)

## **Ramapo College of New Jersey**

505 Ramapo Valley Road, Mahwah, NJ 07430

**Grant Development Internship, Hybrid**, 1 open position

### **Overview of Position**

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

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

and 5:30 pm.

o Start date: May 2024

o End date: August 2024

### Responsibilities/Duties/Projects

*Grant Development Internship* duties can include the following:

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

### Desired Majors

Education, Communications, Humanities & Languages, Social Sciences

### How To Apply

Send resume, cover letter, and transcripts to [bconnors@ramapo.edu](mailto:bconnors@ramapo.edu)

## **Ramapo College of NJ**

505 Ramapo Valley Rd, Mahwah, NJ 07430

**Higher Education Advising and Administration Internship, Hybrid**, 1 open position

### Overview of Position

Ramapo College of New Jersey seeks a Higher Education Advising and Administration Intern to work with the College's degree program for working professionals. Under the supervision of the Director of the Degree Completion Program (DCP), the Intern will support Ramapo College's strategic initiatives through the development of programs and activities that support returning adult learners. The Intern will assist the Director in planning and programming specific to the evening adult student population, and will have the opportunity to work with units across the College. In so doing, the Intern will gain an understanding of academic advising, student support, program development and the unique needs of non-traditional students. Attention to detail, empathy and strong communication skills are required.

Interns will be required to work 15-20 hours per week in summer 2024. The position is 2-3 days per week up to 8 hours per day with flexible work hours between 8:00 am and 5:30 pm.

o Start date: May 2024

o End date: August 2024

### **Responsibilities/Duties/Projects**

*Higher Education Advising and Administration Internship* duties can include the following:

- Provide accurate information and quality customer service to prospective, new and current students, as well as faculty, staff and the general public;
- Act as first point of contact for prospective students via phone, email and campus visits;
- Assist with recruitment events, such as information sessions;
- Assist with planning, coordination and implementation of adult new student orientation sessions;
- Monitor program email accounts;
- Organize, update and send orientation communication sequence to admitted students;
- Maintain and update print and web materials;
- Complete other duties as assigned by the Director;
- Effectively manage time and prioritize tasks to meet deadlines.

### **Desired Majors**

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

### **How To Apply**

Send resume, cover letter, and transcripts to [complete@ramapo.edu](mailto:complete@ramapo.edu)

## **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>

## **S Badger Empowerment and Consulting Services, LLC**

142 Lafayette Street, Newark, NJ 07105

**Child Therapists and Community Outreach Specialist, Hybrid**, 2 open positions

### *Overview of Position*

Youth Therapist and Community Outreach Specialist:

Communication:

- Uses effective communication and maintains a professional tone in written and verbal communication consistently with staff members, volunteers, parents and all community stakeholders
- Communicates all pertinent program information with supervisor
- Responds to all forms of communication in a timely manner

Professionalism:

- Builds rapport with private practice team, clients and families

- Demonstrates flexibility Maintains a cooperative and healthy work environment
- Performs as a positive role model for youth and peers
- Completes assigned tasks and performs responsibilities in a timely manner (i.e. Educating, Outreach, and clerical)
- Assists with special events such as Emotion Intelligence Groups, Healthy Relationship Academy, Fundraisers, or other events
- Attend staff meetings, trainings, and community Events.

Problem Solving:

- Demonstrates effective problem solving methods
- Ensures children are recognized with positive reinforcement

Job Type: Internship

Required education:

- High school or equivalent
- Bachelors Degree preferred

**Responsibilities/Duties/Projects**

*Child Therapists and Community Outreach Specialist* duties can include the following:

- Conduct therapy sessions alongside therapist to youth , 1-17 years old weekly.
- Co-facilitate workshops regarding emotional intelligence, self-care, self-love, goal setting, child development, bullying and healthy relationships at the private practice and in a variety of locations throughout Essex County.
- Develops positive and professional relationships with children, parents and families through interactions during therapy and events such as; focus groups, and family therapy sessions.
- Assists with special events focused on Emotional Intelligence Groups, and Healthy Relationship.
- Serves as a role model for youth and establishes meaningful relationships that will encourage and motivate youth and family participation.

**Desired Majors**

Arts & Design, Health Professions, Social Sciences

**How To Apply**

Send resume, cover letter, and transcripts to [sbadger@sbempowerment.org](mailto:sbadger@sbempowerment.org)



## Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

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

### Overview of Position

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

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

Payment will be \$20.00 per hour.

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

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

### Responsibilities/Duties/Projects

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

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

### *Desired Majors*

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

### *How To Apply*

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

### **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](mailto:bscudieri@kippteamandfamily.org)

## **The Aubrey Group**

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

**Grants Research Analyst Internship, Hybrid**, 2 open positions

### **Overview of Position**

Interns will be expected to learn internal Grant Research and Writing procedures. Similar to full time Research Analysts, interns will report to an Aubrey Group Project Manager and, as directed, research and summarize federal, state, and local grants, public policy, regulations, practices, and programs as well as foundation funding sources including legislative initiatives, budget appropriations and government agency budgets. Experience in grant writing, grant research,

working for a government agency or within a highly regulated industry is helpful, but not required. We will train the right candidate to be a successful member of the team. The individual who joins us in the role of Grants Research Analyst Intern will be interested in learning more about local and federal funding, and the world of grant research and writing. We plan on investing and supporting that individual toward those ends.

### **Responsibilities/Duties/Projects**

*Grants Research Analyst Internship* duties can include the following:

- Learning internal Grant Research and Writing procedures.
- As directed, researching and summarizing federal, state, and local grants.
- As directed, researching public policy, federal regulations, government programs and other practices.
- Researching and evaluating new grant opportunities based on broad client needs and preparing summaries of grant program requirements.
- Preparing application content such as work plans, narratives, budgets, letters of support, etc.
- Clerical work when necessary, such as data entry and collection.
- Quality control and copy editing for application content.
- Participating in client meetings and attending various events that include local elected officials, and other government professionals.
- Assisting the Grants team with preparing monthly Status Report materials for clients.

### **Desired Majors**

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

### **How To Apply**

Send resume, cover letter, and most applicable writing sample to [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.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](mailto:hr@acbgc.org)

## **The Sponsorship Concierge**

**Marketing Internship, Remote**, 1 open position

### **Overview of Position**

We are seeking a motivated and creative Marketing Intern to join our team. This internship provides an excellent opportunity to gain hands-on experience in marketing within the sponsorship industry. The ideal candidate is passionate about marketing, has a strong desire to learn, and thrives in a fast-paced environment.

### **Responsibilities/Duties/Projects**

*Marketing Internship* duties can include the following:

- Assist in the development and execution of marketing campaigns to promote our services and events, with a focus on our upcoming webinars and strategy sessions.
- Create engaging content for various digital platforms, including social media, newsletters, and the company website.
- Collaborate with the marketing team to brainstorm and implement creative ideas to increase brand awareness.

- Monitor and analyze the performance of marketing campaigns and provide insights for optimization.
- Support the coordination of events, including webinars and workshops, by assisting with logistics and promotion.
- Assist in maintaining and growing our social media presence by curating content, engaging with followers, and monitoring trends.

### **Desired Majors**

Communications, Business, Entrepreneurship & Human Resources, Arts & Design, General Studies, Social Sciences, Technologies & Technicians

### **How To Apply**

Send resume and transcripts to [hi@thesponsorshipconcierge.com](mailto:hi@thesponsorshipconcierge.com)

## **Town of Kearny**

402 Kearny Ave., Kearny, N.J. 07032

**Student Intern in Public Administration, Public Policy or Urban Planning, Hybrid**, 4 open positions

### **Overview of Position**

The Town of Kearny is a diverse and densely-populated inner-ring suburb located in western Hudson County, nestled between the cities of Newark and Jersey City. The Town has a population of approximately 42,000. Municipal government has an annual operating budget of \$85 million and over 400 fulltime employees. The Business Administrator is the chief administrative and chief operating officer of the municipality.

### **Responsibilities/Duties/Projects**

*Student Intern in Public Administration, Public Policy or Urban Planning* duties can include the following:

Student Interns shall assist the Business Administrator for the Town of Kearny with duties and responsibilities related to the management and operations of municipal government. Duties may include budget making, procurement, review and approval of purchase orders, oversight of insurance, risk management and employee safety programs, and planning related to a new community center and creation of an economic development plan for the Kearny Urban Enterprise Zone program.

### **Desired Majors**

Civics & Government, Communications, Social Sciences

### How To Apply

Send resume, cover letter, and transcripts to [smarks@kearnynj.org](mailto:smarks@kearnynj.org)

## **Walker Brand Collective**

**Copywriting Internship, Remote**, 1 open position

### Overview of Position

If you are a meticulous writer with a discerning palate and a desire to leave your mark on a brand synonymous with unparalleled luxury, then this is your chance to raise your voice and join the Chalice Premium team. Develop captivating website copy, email campaigns, and social media content that resonates with our target audience. Think strategic storytelling, beautiful visuals, and a dash of creative flair.

### Responsibilities/Duties/Projects

*Copywriting Internship* duties can include the following:

- Develop and execute high-quality copywriting across channels: Craft evocative website content, emails, newsletters, social media captions, and marketing materials that resonate with our discerning audience.
- Infuse luxury into every word: Write captivating product descriptions that entice members and showcase the unparalleled value of Chalice Premium experiences.
- Embrace versatility: Compose compelling romance copy and scripts, and contribute to writing case studies and papers for internal and external consumption.
- Master the art of copyediting: Enhance existing content with meticulous attention to detail and ensure brand consistency across all materials.
- Refine your communication skills: Draft professional stakeholder correspondence and deliver presentations, honing your ability to articulate complex ideas concisely.
- Immerse yourself in luxury: Gain firsthand experience with curated events, gourmet food and beverage journeys, and culturally enriching experiences, allowing you to translate your knowledge into evocative copy.

### Desired Majors

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

### How To Apply

Apply through <https://wellfound.com/recruit/jobs/2885058>

## Walker Brand Collective

**Crowdfunding Intern, Remote**, 2 open positions

### Overview of Position

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

### Responsibilities/Duties/Projects

*Crowdfunding Intern* duties 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>

## **Walker Brand Collective Inc**

**Project Management Inten, Remote**, 1 open position

### Overview of Position

The Project Management and Chief of Staff will play an integral role by working alongside the Founder and CEO to optimize the company's overall business operations, utilizing the company's project tracking system, while meeting strict deadlines

This individual will gain high-level experience of the ins and outs of managing an e-commerce startup, as well as developing and fostering a space for education and growth.

### Responsibilities/Duties/Projects

*Project Management Inten* duties can include the following:

- Assist founder with planning, scheduling, and executing projects from conception to completion.
- Manage project tasks, track progress, and identify and mitigate risks.
- Coordinate with internal and external stakeholders to ensure project goals are met.
- Prepare and present project reports and documentation.
- Conduct research and analysis to support project decision-making.
- Participate in project meetings and contribute to team discussions.
- Learn and utilize project management tools and methodologies.
- Maintain a positive and professional attitude in a fast-paced environment.
- Support the implementation and monitoring of quality assurance processes to ensure project deliverables meet established standards.
- Partner with the Founder to oversee project performance and accountability to ensure that operations are running accordingly, including tracking the progress of priority projects and ensuring that deadlines are being met
- Pinpoint areas that are not meeting standards and optimize according to plan
- Manage Founder's calendar on a weekly basis by collecting all priorities and collaborating with the team to assign tasks based on availability, team's schedule, and project urgency
- Manage Founder's project tracking system and check-in on progress of to-do lists, ensuring tasks are properly assigned, tracked, and completed within designated timeframes
- Ensure information is being relayed and communicated, and that team members are completing specific tasks that contribute to the larger scope of the projects

- Assist with planning and executing successful team meetings by writing agendas, recaps, and detailed minutes of the meeting
- Monitor and respond to all priority emails, identifying tasks that need to be completed
- Compile, refine, and optimize content for key communication materials
- Actively seek opportunities to learn about project management methodologies, tools, and best practices.
- Engage in training sessions and workshops to enhance project management skills.
- Work closely with the Founder to assist with sourcing, networking, and maintaining partnerships with key business personnel, such as suppliers, investors, mentors, influencers, brands, and board members
- Assist with the planning and successful execution of fundraising initiatives to scale Chalice Premium.
- Partner with the team and Founder to explore revenue generating opportunities and successfully execute events, webinars, speaking opportunities, workshops events by creating documents and infographics to highlight the Founder's and company's credentials
- Assist with data asset management by organizing content and resources across all company's communication platforms
- Develop and maintain project documentation, including timelines, budgets, and resource plans.
- Track project progress and identify and manage risks.
- Communicate effectively with stakeholders, including team members, clients, and vendors.
- Participate in project meetings and take detailed notes.
- Administrative, project management, finance, and analytics experience are highly preferred.

### *Desired Majors*

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

### *How To Apply*

Apply through <https://wellfound.com/recruit/jobs/2882330>