

POSITION INFORMATION

ORGANIZATION NAME

Spring Street CDC

JOB TITLE

Event Planning/Fund Raising/Grant Writing Intern

NO. OF OPENINGS

1

COMPENSATION TYPE

4. Unpaid / Volunteer

WAGE/SALARY**QUALIFICATIONS**

Access to reliable transportation, desire to work independently and within a team environment, ability to interact with all aspect of business, strong and creative fund-raising or event planning ideas.s

ORGANIZATION DESCRIPTION

SPRING STREET COMMUNITY DEVELOPMENT CORPORATION An organization seeking to improve the quality of life for Morris County families by addressing economic, educational and social needs while preserving the cultural and ethnic diversity of the area. Our Story The Spring Street Community Development Corporation, founded in 2011, is a not-for-profit organization whose mission is to improve the quality of life for Morris County families by addressing economic, educational and social needs while preserving the cultural and ethnic diversity of the area.

JOB CATEGORY**ESTIMATED HOURS PER WEEK****EMPLOYMENT START DATE****EMPLOYMENT END DATE****JOB DESCRIPTION**

Spring Street CDC is seeking an innovative-thinking, outgoing, passionate and self-motivated college student interested in event planning/coordination, community outreach and finance. This exciting opportunity is a hands-on experience reaching all aspects of our donor mobilization, marketing and financial arms of the organization. Responsibilities and Duties The position will collaborate on any and all aspects of event planning and organization, as well as researching and establishing contacts in the grant and foundations community. This will include, but not limited to, participating in events from beginning to end, formulating or overseeing specific fund-raising drives, and researching and preparing grants from both private and public organizations. If you have a strong drive to thrive in a growing organization that believes in strengthening families and uplifting the community, as well as a passion for marketing and finance, this is a wonderful opportunity to gain experience and make contacts.

POSITION INFORMATION

ORGANIZATION NAME

Spring Street CDC

JOB TITLE

Accounting/Finance Intern

NO. OF OPENINGS

1

COMPENSATION TYPE

4. Unpaid / Volunteer

WAGE/SALARY**ORGANIZATION DESCRIPTION**

SPRING STREET COMMUNITY DEVELOPMENT CORPORATION An organization seeking to improve the quality of life for Morris County families by addressing economic, educational and social needs while preserving the cultural and ethnic diversity of the area. Our Story The Spring Street Community Development Corporation, founded in 2011, is a not-for-profit organization whose mission is to improve the quality of life for Morris County families by addressing economic, educational and social needs while preserving the cultural and ethnic diversity of the area.

JOB CATEGORY

Accounting

ESTIMATED HOURS PER WEEK**EMPLOYMENT START DATE****EMPLOYMENT END DATE****JOB DESCRIPTION**

Spring Street CDC is seeking a detail-oriented, ambitious, solution-oriented and self-motivated college student interested in accounting, finance, and community engagement. This exciting opportunity is a hands-on experience spanning all aspects of our accounting and finance areas, and will also incorporate other areas of the organization. Responsibilities and Duties The position will collaborate on any and all facets of accounting entry and report generation, financial analysis and auditing, as well as researching and establishing contacts in the grant and foundations community for fund-raising. This will include, but not limited to, participating in projects from beginning to end, organizing or overseeing specific weekly or monthly reporting or analysis programs, and researching and writing grants from both private and public organizations. If you have a drive to thrive in a growing organization that believes in strengthening families and uplifting the community, as well as a passion for accounting and finance, this is a wonderful opportunity to gain experience and make contacts.

QUALIFICATIONS

Knowledge of QuickBooks software, access to reliable transportation, desire to work independently and within a team environment, ability to interact with all aspects of business, strong analytical skills.

POSITION INFORMATION

ORGANIZATION NAME

Spring Street CDC

JOB TITLE

Multi-Media and Marketing Intern

NO. OF OPENINGS

1

COMPENSATION TYPE

4. Unpaid / Volunteer

WAGE/SALARY**ORGANIZATION DESCRIPTION**

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JOB CATEGORY**ESTIMATED HOURS PER WEEK****EMPLOYMENT START DATE****EMPLOYMENT END DATE****JOB DESCRIPTION**

Marketing/Multi-Media Intern Spring Street CDC is seeking a detail-oriented, creative, and self-motivated college student interested in marketing, audio/video production and event planning/coordination. This exciting opportunity is a hands-on experience reaching all aspects of our marketing and social media arm of the organization. Responsibilities and Duties The position will be responsible for any and all aspects of video production and editing. This will include, but not limited to, interviewing volunteers and guests, recording events and fund-raising opportunities, post-production review and editing, and posting to all social media sites, such as YouTube, Facebook, and our website. If you have a love and strong drive to thrive in a growing organization that helps the community, as well as the marketing and audio/visual field, this is an incredible opportunity to gain experience.

QUALIFICATIONS

Requirements Access to video camera, transportation, ability to work independently, ability to interview and film for public viewing, strong and innovative marketing ideas.

TITLE

Volunteer Coordinator

ADDRESS LINE 1

65 Spring Street

CITY

Morristown

POSITION INFORMATION

ORGANIZATION NAME

Spring Street CDC

JOB TITLE

Culinary Intern

NO. OF OPENINGS

1

COMPENSATION TYPE

4. Unpaid / Volunteer

WAGE/SALARY**ORGANIZATION DESCRIPTION**

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JOB CATEGORY**ESTIMATED HOURS PER WEEK****EMPLOYMENT START DATE****EMPLOYMENT END DATE****JOB DESCRIPTION**

Spring Street CDC is seeking an ambitious, creative, passionate, and self-motivated college student interested in cooking, food preparation and community service. This exciting opportunity is a hands-on experience spanning all aspects of our kitchen and food pantry operations, and will provide fascinating opportunities for growth. Responsibilities and Duties The position will work in any and all facets of our kitchen operations, as well as food pantry program. This will include, but not limited to, food preparation for our daily dinner service, ordering and reporting food deliveries, cleaning and organizing all kitchen implements and supplies, food inventory rotations and coordinating food pantry pick-ups and structuring the pantry for guests to visit. If you have a drive to thrive in a growing organization that believes in strengthening families and uplifting the community, as well as a passion for food and cooking, this is a wonderful opportunity to gain experience and make contacts while gaining personal improvement.

QUALIFICATIONS

Knowledge of basic kitchen functions, access to reliable transportation, desire to work independently and within a team environment, ability to interact with all aspects of food preparation, and a strong work ethic

POSITION INFORMATION

ORGANIZATION NAME

Spring Street CDC

JOB TITLE

Social Work Intern

NO. OF OPENINGS

1

COMPENSATION TYPE

4. Unpaid / Volunteer

WAGE/SALARY**ORGANIZATION DESCRIPTION**

SPRING STREET COMMUNITY DEVELOPMENT CORPORATION An organization seeking to improve the quality of life for Morris County families by addressing economic, educational and social needs while preserving the cultural and ethnic diversity of the area. Our Story The Spring Street Community Development Corporation, founded in 2011, is a not-for-profit organization whose mission is to improve the quality of life for Morris County families by addressing economic, educational and social needs while preserving the cultural and ethnic diversity of the area.

JOB CATEGORY**ESTIMATED HOURS PER WEEK****EMPLOYMENT START DATE****EMPLOYMENT END DATE****JOB DESCRIPTION**

Spring Street CDC is seeking an ambitious, caring, passionate, and self-motivated college student interested in community engagement, helping others, and making a strong difference in society. This exciting opportunity is a hands-on experience spanning all aspects of our Healthy Women/Health Families operation, and will provide fascinating opportunities for growth. Responsibilities and Duties The position will work in any and all facets of our program. This will include, but not limited to, monitoring and overseeing our weekly free pregnancy testing, community outreach to assist pregnant or new mothers to find and obtain services needed. maintaining proper and accurate paper trails, and assisting the program's coordinator in visiting or providing needed goods and services to those without transportation. If you have a drive to thrive in a growing organization that believes in strengthening families and uplifting the community, as well as a passion for interpersonal connections, this is a wonderful opportunity to gain experience and make contacts while gaining personal fulfillment.

QUALIFICATIONS

Access to reliable transportation, desire to work independently and within a team environment, ability to interact with all aspects of women's health and welfare issues, and a strong work ethic.