



**The Office of the Secretary of Higher Education
(OSHE)**

Career Accelerator Internship Grant

**Available Internship Opportunities
Summer 2022**

This document is a catalog of potential internship opportunities being funded through the New Jersey Office of the Secretary of Higher Education Career Accelerator Internship Grant Program. Please **directly contact** the listed employer for more information and to apply for the internship. These internship opportunities are only available for Summer 2022.

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Construction and Energy Industry Sector

H.C. Constructors, Inc.

PO Box 855
Whitehouse Station, NJ 08889
Lisa E. Chowansky
908-507-1251
lchowansky@hcconstructors.com
www.hcconstructors.com

Fully In-Person Work Schedule

Estimating Intern

The intern will handle the following:

- Blueprint reading
- Quantity take off
- Project estimation
- Project visitation
- Obtaining material and equipment quotes
- Plan and specification review for bid preparation

STEM-Related Majors

Guthrie Glass & Metal Corporation

207 W. Parkway Drive
Egg Harbor Township, NJ 08234
Andrew Baumgardner
609-484-8133
jringer@guthrieglass.com
guthrieglass.com

Fully In-Person Work Schedule

Commercial Glazing Estimator Intern

Commercial glazing is an industry that is growing in its standardization and professionalism over time. Many estimators get their start by working in the field; however, and as the specialization of details from each new project grows, the hireable labor force with experience shrinks in this industry. This internship will give an interested person exposure to and a head start on all the knowledge necessary to transition into a full-time estimating position, project manager position, or even as a glazier performing installation.

The intern will handle the following:

- Manage bids from vendors and contractors (via BidBoard and Bidding docs folder)
- Utilize Bluebeam (takeoff software) to analyze architectural drawings and specifications and other relevant documents to gain a thorough understanding of a given project
- Assess project details to determine factors that will influence the cost of fabrication and labor
- Estimate labor needed to carry out the scope of work for the project
- Send out comprehensive quote requests to suppliers in accordance with takeoffs and specs
- Identify low and accurate prices from vendors while confirming quotes meet project specifications
- Define and articulate project scope of work in proposal format for the client
- Build professional relationships with customers and vendors and follow-up with submitted quotes
- Understand, organize, and present the scope of work for a given project to management and project managers in a handoff meeting to transition the job

Construction, Technician, Repair – Related Majors

Commercial Glazing Project Management – Intern

The intern will handle the following:

Management

- Manage, from handoff with Estimator to full completion, commercial glazing projects within GGM's service area
- Manage construction managers and oversee jobsite work
- Schedule jobs with General Contractors and track progress of projects
- Manage client expectations regarding job schedule and scope of work
- Manage subcontractors and their schedules, attend job meetings and job site when necessary

Technical Knowledge

- Understand job scope of work and contract
- Understand product installation methods and product details communication
- Conduct a handoff meeting with estimating staff shortly after contract received and prior to project start to become familiar with job details
- Report potential details to Lead Project Manager or General Manager
- Communicate labor budget throughout the project to stay on budget

Cost Control

- Create, review, and finalize budgets
- Monitor Job Cost Reports and billings.

Construction, Technician, Repair – Related Majors

Commercial Glazing and Flooring Fabricator

Guthrie Glass and Metal's Warehouse covers both commercial glass and flooring fabrication

The intern will handle the following:

- Perform fabrication of storefront and curtain wall frames
- Perform fabrication and cutting of stone and carpet for flooring projects
- Load and unload trucks for transportation to and from jobsites
- Operate a forklift
- Perform small tool maintenance on gear returning from the jobsite and in the tool return rack
- Aid with warehouse improvement projects

Opportunities from this job:

- Pivot into installation trades
- Continuing education
- Project Management/Estimating
- Computer training (Auto CAD, Excel, Bluebeam)

Open to All Majors

RS Phillips Steel, LLC

128 Lake Pochung Rd.

Sussex, NJ 07461

Barbara Kimmich

973-827-6464

barbarak@rsphillipssteel.com

rsphillipssteel.com

Fully In-Person Work Schedule

Iron Merchant

The intern will handle the following:

- Direct yard personnel to ensure that jobs are completed efficiently, on time, accurately and in

- accordance with the standards of the company and the industry
- Unless specifically designated by Lead Iron Merchant, the intern will be called upon to determine procedures for each job with regard to material to be used, welding and inventory
- The Iron Merchant will be responsible for all aspects of the job, from setup to cleanup
- There will be times that the Iron Merchant will be called upon to assist on the road with road fabrication jobs

Construction, Technician, Repair – Related Majors

DIGroup Architecture, LLC

15 Bethany St.
 New Brunswick, NJ 08901
 Debra Koehler
 732.249.6242
 dkoehler@digrouparchitecture.com
www.digrouparchitecture.com

Hybrid Work Schedule

Intern Architect

The intern will handle the following:

- Work under the supervision of licensed architect
- Assist in development and production of design solutions
- Perform and document existing conditions survey work (as-builts) on CAD & BIM
- Draft design components for construction documents on CAD & BIM
- Participate in design team meetings
- Prepare schemes for client presentations
- Maintain drawing files of projects
- Use Revit, AutoCAD, Sketch Up, Bluebeam, Photoshop

Open to All Majors

Intern Interior Designer

The intern will handle the following:

- Work with members of the Interior Design studio
- Organize materials library
- Select and coordinate materials and color palettes
- Develop 3-D images
- Prepare presentation boards
- Shadow interior designers during client presentations / meetings

Open to All Majors

Professional Women in Construction - NJ Chapter

PO Box 855
 Whitehouse, NJ 08889
 Liza Pope
 908-534-3833
 lpope@hcconstructors.com
newjersey.pwcusa.org

Fully In-Person Work Schedule

Summer Intern

The intern will handle the following:

- Assist in administration of new policies and by-laws
- Assist in creation and maintenance of chapter's committee marketing handouts
- Communicate to membership via constant contact and other social media campaigns

Open to All Majors

G.E. Mechanical, LLC

2316 S Main Rd.

Vineland, NJ 08360

Amber Ford

856-691-4371

aford@gemechanical.com

gemechanical.com

Fully In-Person Work Schedule

Finance Intern

The intern will handle the following:

- Accounts Payable support: includes process, verify, and reconcile invoices, as well as create and complete payments
- Accounts Receivable support: includes create new customer files, create and distribute customer invoices
- Daily/weekly/monthly financial reporting
- Other administrative duties as assigned

Open to All Majors

Project Management/Estimating Intern

The intern will handle the following:

- Estimate/manage assignments within accepted proven professional guidelines (MCA/PHCC/AIA)
- Schedule completion dates for bid requests and record customer/project information
- Create bid folder and load customer information and project information on bid document and estimate templates
- Complete material/labor quantity take-off
- Perform site visits/field surveys
- Utilize flat rate piping 3-ring books to provide quick small project quotations and keep current material & labor prices

Open to All Majors

Northern Ocean Habitat for Humanity

1620 Route 37

East Toms River, NJ 08753

Laura Wagner

732-818-9500

resourcedevelopment@nohfh.com

northernoceanhabitat.org

Hybrid Work Schedule

Social Media/Marketing Intern

The intern will handle the following:

- Assist with outreach, marketing efforts, social media management, and increased social media

visibility

- Collaborate with staff to understand appropriate topics, issues, and events relevant to Northern Ocean Habitat to generate social media content
- Create a weekly / monthly social media calendar
- Collaborate with staff to develop newsletters, email blasts, and social media collateral for Northern Ocean Habitat's different social media platforms
- Use social media platforms to increase volunteer recruitment
- Listing items for sale for the Northern Ocean Habitat's ReStore Facebook group page, responding to customer messages, and updating inventory sold (must be present at the ReStore location for listing of items)

Business and Communications-Related Majors

Education

National Winter Activity Center a NJ Nonprofit

44 Breakneck Road

Vernon, NJ 07462

Sarah Fahmy

973-846-8250

sarah.fahmy@winter4kids.org

<https://winter4kids.org/>

Fully In-Person Work Schedule

STEM and Robotics

The intern will handle the following:

- Work with the summer camp Director to create a robotics and stem program geared to the participants of our summer camp program for children 6-14 years old

STEM-Related Majors

Hydroponics and Culinary Intern

To further the mission of the camp through the development and delivery of culinary arts activities that are safe, fun, and appropriate to the campers' age and abilities.

The intern will handle the following:

- Develop and deliver a culinary arts program that is appropriate for the age and ability of the campers
- Write lesson plans that meet camp outcomes and the abilities of the campers
- Evaluate abilities of campers and staff
- Design and deliver culinary arts activities that make use of different foods grown in our hydroponic system

Social Science & Human Services – Related Majors

Medical Staff

The intern will handle the following:

- Provide health care to meet individual needs of camp staff and campers
- Set up camp health center
- Responsible for collecting, monitoring, and administering medications as prescribed
- Maintain accurate and detailed medical records according to NJ state and American Camp Association Standards
- Communicate with parents, staff, and administration about camper health concerns

Health – Related Majors

Educational Associates, LLC t/a Huntington Learning Center

1990 Route 70 East, Suite 15

Cherry Hill, NJ 08003

Richard Bernstein

856-751-1848

bernsteinr11@gmail.com

huntingtonhelps.com/center/cherry_hill

Fully In-Person Work Schedule

Education Intern

The intern will handle the following:

- Assist the full-time staff to provide "back office" support to our students
- Assist in scoring tests, preparing testing and instructional materials and data input
- Assist the teaching/tutorial staff by scoring and inputting scores from instructional curricula as well as providing support for the teachers as they instruct students
- Education Intern will be an Instructional Aide

Education-Related Majors

The Queer Mathematics Teacher

33 Ashland Ave. Apt 230

West Orange, NJ 07052

Dr. Brandie E. Waid

8635285751

BrandieEWaid@TheQueerMathematicsTeacher.com

www.TheQueerMathematicsTeacher.com

Fully Remote schedule

Mathematics Teaching Assistant

The intern will handle the following:

- Aid in the recruitment, planning and implementation of QMT's summer mathematics enrichment camp ("Camp" of Mathematics Queeries)
- 4 weeks prior to the 6-week summer enrichment, the MTAs will attend weekly orientation, training, recruitment, and planning sessions (3 days a week, 3 hours per day) to prepare for the enrichment
- Outside of planning meetings they will aid in communicating with partner LGBTQ+ centers and GSA advisors to recruit students for the summer enrichment and in the process of reviewing applications and interviewing students for the summer enrichment program
- In July and the first week of August they will help Dr. Waid to implement/facilitate the learning enrichment program, participate in debriefing meetings after each session, and modify instructional plans as needed

Education-Related Majors

Financial Services Industry Sector

TG Wells LLC DBA State Farm Insurance

125 S. Warren Street
Trenton, NJ 08608
Teanice Wells Ernest
609-989-0020
teanice.wellsernest.t2dh@statefarm.com
www.mytrentoninsurance.com

Fully In-Person Work Schedule

Marketing and Retention Associate

The intern will handle the following:

- Review and update customer profiles
- Contact customers to confirm and update contact preferences, confirm account information including but not limited to date of birth, phone/email, household member and ages, existing policy information and competitor policy information
- General customer inquiry follow-up and appointment setting for insurance and financial service reviews

Business and Communications-Related Majors

ASPIRA Business Brokers & Advisors

900 North Kings Highway, Suite 305,
Cherry Hill, NJ 08034
Orlando Rivera
609-790-9237
orlando@aspirabrokers.com
www.aspirabrokers.com

Hybrid Work Schedule

Social Media Videographer and Editor

The intern will handle the following:

- Responsibilities include planning, videotaping, and editing video productions to produce promotional and/or educational videos in Mergers and Acquisitions.
- An intern will gain experience in the production of video content from concept (ideation) to finished video that will be published publicly and internally.
- Research in current banking, M&A, accounting, and related finance trends will be required.

M&A Summer Associate & Digital Marketer

The intern will handle the following:

- Assist with investigating and assessing business sale opportunities in the Mid-Atlantic region
- Researching markets and preparing market studies
- Paid advertising and social media manager
- Prospecting and outreach support
- Financial analyses including participating in due diligence

Business and Communications-Related Majors

Omega Financial Services, Inc.

1185 Morris Ave.
Union, NJ 07083
Charles Cacici
908-933-0253
ccacici@omegaloans.net
www.omegaloans.net

Fully In-Person Work Schedule

Clerical

- The first intern will be assigned to our loan processing department
- The second intern will be assigned to our accounting department

Business and Communications-Related Majors

Master Plan Investment Group

200 Parkside Ave., Suite C-201
Pennington, NJ 08534
KaNeda Bullock
609-751-0242
kbullock@masterplaninvestmentgroup.com
www.masterplaninvestmentgroup.com

Hybrid Work Schedule

Financial Education Intern

The intern will handle the following:

- Assist in the creation of a financial education curriculum for individuals and organization to utilize with individuals that are not familiar with some final education concepts
- Assist with the creation of the content, platform, and distribution of the information as well as the marketing of it to those in need

Open to All Majors

Caring for Children Corporation DBA Brick City Bricks 4 Kidz

310 West Runyon Street
Newark, NJ 07103
Tara Williams Harrington
732-794-8736
twilliams@bricks4kidz.com
<https://www.brick4kidz.com/newjersey-newark-essexcounty/>

Fully In-Person Work Schedule

Marketing and Social Media Intern

The intern will handle the following:

- Work with the marketing assistant to create/edit copy for: monthly E-newsletter, automated communications for student birthdays, and various other recurring events
- Social media posts and hashtags
- Edit and review corporate blogs for posting on local site
- Marketing flyers and implementation of events

- Work with the marketing assistant and the president to help plan and execute successful STEM enrichment events around holidays and/or special days throughout the year
- Help plan activity tables for community festivals, programs, and events for highest positive impact on the communities we serve
- Create a customer appreciation event
- Serve as classroom assistant where necessary
- Special projects as assigned by the president and the program manager
- Help create and maintain the annual marketing/event calendar
- Ensure that all groundwork is laid out for all events through August
- Create a template for effective, consistent, and interactive communication with our multiple audiences and various automated that lead to consistent and concrete communication with our customers

Assignments are to be completed based on schedules created by the marketing assistant along with the president.

The hours for this part-time internship are flexible not to exceed 20 hours per week.

Open to All Majors

Project Manager Intern

The intern will handle the following:

- The project manager intern will be responsible for several administrative tasks associated with the completion of a project from start to finish
- They will prepare and research materials to assist with ongoing projects, as well as track deliverables for those projects
- Proofread content for accuracy, help with scheduling, provide support with grant applications, and take the initiative to introduce new ideas to the team
- For special events, they will be responsible for gathering photo and video content, which they will edit at a later time in partnership with the social media marketing interns
- Manage their time effectively across several projects and be flexible in their response to them

Open to All Majors

Health Care Industry Sector

Somerset Eye Care

2090 Route 27, Suite 105
North Brunswick, NJ 08902
Steven Clair
732-658-6765
steven@somerseteyecare.com
www.somerseteyecare.com

Fully In-Person Work Schedule

Optometric Technician

The intern will handle the following:

- Doing pre-exam diagnostic testing, gathering relevant patient medical history, charting exams, contact lens insertion and removal, inventory tracking, maintaining communication between all departments and monitoring patient flow

Health – Related Majors

United Methodist Communities at Bristol Glen (UMC at Bristol Glen)

200 Bristol Glen Drive
Newton, NJ 07860
Mora Karas
973-300-5788
mkaras@umcommunities.org
<https://bristolglen.umcommunities.org/>

Fully In-Person Work Schedule

Human Resources Assistant

The intern will handle the following:

- Assist in pre-hire process for new associates
- Support our Associate Resource Director with meeting regulatory requirements for onboarding and maintaining associates within the requirements of current employment laws

Open to All Majors

Administrative Assistant

The intern will handle the following:

- General management of facility under the guidance of Executive Director and administrative team
- Assist with finance planning and cost evaluation

Open to All Majors

Social Services

The intern will handle the following:

- Assist with admissions and discharges at facility while ensuring that residents' care needs are met
- Assist with care-planning for the resident and family within the community as well at home
- Develop skills to help meet and maintain state and federal regulatory requirements in regards to resident care

Open to All Majors

Culinary Intern

The intern will handle the following:

- Work alongside of Executive Chef to learn industry
- Assist to provide meal service for 150 residents three times daily
- Assist with facility-wide menu and event planning while meeting and maintaining all state and federal requirements

Open to All Majors

Facility Maintenance Assistance

The intern will handle the following:

- Assist with general building maintenance oversight
- Work with team to troubleshoot HVAC, plumbing and mechanical issues encountered
- Ensure that general fire and safety regulatory requirements are met and maintained as dictated by state and federal laws

Open to All Majors

Community Life Assistant

The intern will handle the following:

- Provide engagement activities for groups and individuals
- Assist with event planning within the community to enrich the lives of those living in continuing care retirement community

Open to All Majors

Smart MS3

37 Cottage Place Drive
Robbinsville, NJ 08691
Akashdeep Randhawa
609-213-2273
akash@smartms3.tech
www.smartms3.tech

Hybrid Work Schedule

Software Engineering Intern

The intern will handle the following:

- Developing and quality assurance of the front and back end of the app
- Focus on identifying any bugs or issues with the app and resolving them
- Drafting documents such as the app installation guide, user manual to the app, and comments on app development

STEM-Related Majors

Graham Behavior Services

7 Benson Street Tinton
Falls, NJ 07724
Jilian DeTiberiis
609-709-6304
jilian@grahambehavior.com
<https://www.grahambehaviorservices.com/>

Hybrid Work Schedule

Behavior Therapist in Training

The intern will handle the following:

- Assist behavior therapists and board-certified behavior analysts (BCBA) in preparing to work with clients and working together with clients within our ABA clinic
Social Science & Human Services – Related Majors

Ranch Hope, Inc.

Post Office Box 325
Alloway, NJ 08001
Emily Bruley
856-935-1555
ebruley@ranchhope.org
www.ranchhope.org

Fully In-Person Work Schedule

Quality Assurance Intern

The intern will handle the following:

- Develop surveys to obtain feedback from youth and families about the program
- Gather feedback electronically or via conversations
- Provide report of survey data in an easy-to-understand format for management team
Social Science & Human Services – Related Majors

Audio Visual Intern

The intern will handle the following:

- Assist with the implementation of a new audio-visual studio at Ranch Hope
- Make the new space appealing to program participants, assist with design of curriculum for Life Skills Instructors
- Create videos with youth
Business and Communications-Related Majors

Allied Therapy Intern

The intern will handle the following:

- Implement a new gaming component for allied therapy program
- Work with staff to identify resources, coordinate youth involvement in the program and identify relevancy of activity to youth treatment goals
Social Science & Human Services – Related Majors

Residential Treatment Intern

The intern will handle the following:

- Participate in and observe the daily activities in a residential treatment unit
- Develop and deliver a presentation on additional trainings recommended for the team based on observations and knowledge of existing training program and policy requirements
Social Science & Human Services – Related Majors

Case Management Intern

The intern will handle the following:

- Conduct a survey to identify a life skill curriculum that is relevant for youth in a specific treatment cluster
- Develop and deliver the curriculum to youth
- Maintain appropriate records relating to youth participation in the program
Social Science & Human Services – Related Majors

Food Service Intern

The intern will handle the following:

- Develop a survey to gather feedback about youth satisfaction with their current dinner meals
- Work with the food service director and nutritionist to develop additional diverse meal options based on feedback
- During last week of internship select and assist in preparing the new meals.

Open to All Majors

Trenton Health Team

1 West State Street 4th floor
Trenton, NJ 08608
Stuart Altschuler
609-888-6625
saltschuler@trentonhealthteam.org
www.trentonhealthteam.org

Hybrid Work Schedule

Analytics and Insights Intern

The intern will handle the following:

- Organize large amounts of data and detect critical trends, patterns, and forecasts
- Present research and analysis in written reports and internal and external presentations that are clear, concise, and easily understood by the public
- Collaborate with program teams to develop strategies related to program monitoring and evaluation
- Incorporate insights into reports and storytelling for digital and external communications
- Leverage data from our Trenton Health Information Exchange (HIE) to drive reporting and decision making
- Carry out organizational data documentation processes so that all staff can benefit from data and evaluation efforts
- Identify novel public and proprietary data sources that can help inform and/or measure THT's work
- Adhere to THT's privacy requirements and ensure the appropriate handling of sensitive information.

STEM-Related Majors

Nirvana Healthcare Management Services

523 Park Avenue
Orange, NJ 07050
Joelle Tutela
973-672-8753
jtutela@salernomedical.com
<https://salernomedical.com/>

Fully In-Person Work Schedule

Medical Assistant

The intern will handle the following:

- Handle some administrative duties (faxes, copies, health information, phones)
- Assist with visit note/chart compliance regarding gaps of care for insurance-specific patients such that have specific sign-ins

- Send medical clearances to surgical providers
- Perform routine clinical tasks to support medical staff (vitals, back brace, knee brace, and shoe measurements)
- Triage patient and interviewing as well as medication reconciliation
- Review preventative exams with patients and enter completely into EMR

Health – Related Majors

Administrative Assistant

The intern will handle the following:

- Some administrative duties (organize and file reports, invoices, and statements)
- Work closely with clinician and follow practice protocols
- Assist others and all team members as needed upon request
- Project management
- Billing and coding
- Apply business practices in a highly regulated human services environment

Business and Communications-Related Majors

Nursing

The intern will handle the following:

- Some administrative duties (faxes, copies, health information, medication refills)
- Perform routine clinical tasks to support medical staff (vitals)
- Work closely with clinician and following practice protocols
- Assist other and all team members as needed upon request
- Assist with patient education regarding medication, preventive testing, and other preventive measures

Health – Related Majors

Human Services

Michaels Community Services Corporation dba Better Tomorrows

2 Aquarium Loop Drive, Suite 110

Camden, NJ 08103

Elizabeth Beil

856-453-0219

elizabeth.beil@bettertomorrows.org

www.bettertomorrows.org

Fully In-Person Work Schedule

Summer Enrichment Assistant

The intern will handle the following:

- Assist the Social Service Coordinator with implementation of our summer enrichment curriculum, which is designed to foster a safe, welcoming environment where children can feel supported and encouraged to learn
- Assist with programming in the following areas:
 - physical education
 - social emotional learning
 - STEAM education
 - literacy
 - nutrition

This is a physically active position and will involve programming inside and outside during the summer months

Education-Related Majors

Newark Emergency Services for Families, Inc

982 Broad Street

Newark, NJ 07012

Amina Bey

973-639-2100

abey@nesfnj.org

www.nesfnj.org

Fully In-Person Work Schedule

Emergency Assistance Intern

The intern will handle the following:

- Assist Emergency Services Case Manager with daily operations, which include orienting clients to the services and requirements for services available through NESF's drop-in center
- Conduct initial intake and assessments to determine client's emergency and immediate needs
- Handle clients' needs for emergency food, shelter, personal items, and clothing with vouchers, placement, and referrals
- Assist with meals, showers, and laundry
- Maintain legible and complete files, including applications, referral forms, changes of status, employability plan housing plans and termination
- Utilize a system that will check clients and activities
- Data entry, email correspondence, follow up phone calls, and other duties as assigned

Social Science & Human Services – Related Majors

Special Initiatives Intern

The intern will handle the following:

- Assist the Program Director of Special Initiatives with projects such as Community Grocery Giveaway, COVID-19 Vaccine Initiative, Career Fair, Health Screenings, and outreach
- Assist in sending out mass emails, text messages and flyers to residents and community partners, and help engage the public while marketing special events
- Help receive and distribute donations, register participants, and advertise on social media
- Assist with the reception area answering phone calls and directing clients to the proper department

Social Science & Human Services – Related Majors

SAIF Intern

The intern will handle the following:

- Assist the staff of the Supportive Assistance for Individuals and Families (SAIF) program
- Help coordinate and facilitate workshops, both in-person and virtual, for participants who are at the end of their lifetime eligibility of receiving welfare benefits
- Organize classes for work readiness, financial literacy, resume writing, and safeguarding mental health
- Assist in registering clients, documenting monitoring visits, and assist with data entry, email correspondence, and follow up phone calls
- Help with filing and archiving files and organizing documents

Social Science & Human Services – Related Majors

WFSC Intern

The intern will handle the following:

- This intern will report to the Program Director of NESF's Weequahic Family Success Center (WFSC)
- Focus on community development, family engagement, community resources, youth activities and community partnership
- Assist with the coordination and facilitation of agency activities such as male mentoring group, fatherhood group, grandparents support group, children's story time, family movie/game night, employment recruitment program, grocery distribution, health fairs and other events
- Maintain files, provide correspondence and provide outreach to resident families and partner agencies

This intern may be required to work one late night a week and one Saturday a month.

Social Science & Human Services – Related Majors

Abilities of Northwest Jersey, Inc.

264 Route 31 N.

Washington, NJ 07882

Debarati Kundu

908-689-1118

dkundu@abilitiesnw.com

<http://abilitiesnw.com/>

Fully In-Person Work Schedule

Marketing Intern

The intern will handle the following:

- Creating content on multiple social media networks and accounts
- Monitor and respond to incoming interactions from followers across all social channels

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

Social Science & Human Services – Related Majors

Behavior Technician Intern

The intern will handle the following:

- Learn various aspects of providing behavioral support services for adults served in Abilities' Day Habilitation programs under the guidance and direction of the agency's Board-Certified Behavior Analyst (BCBA)
- Learn/develop skills in applied behavior analysis including but not limited to assessing preferences/behaviors, skills acquisition, development of data collection systems

Social Science & Human Services – Related Majors

Accounting Intern

The intern will handle the following:

- Under the supervision of Controller, the Accounting Clerk will learn various aspects of Abilities accounting
- Keep financial records updated, preparing reports and reconciling bank statements
- Learn and run accounting software programs to process business transactions, like accounts payable and receivable, disbursements, expense vouchers and receipts

Business and Communications-Related Majors

Boys & Girls Clubs of Gloucester County

PO Box 742
 Glassboro, NJ 08028
 Patricia Withington
 609-529-7174
 pwithington@gcbgc.org
www.gcbgc.org

Fully In-Person Work Schedule

Human Resources Specialist

The intern will handle the following:

- Support our Director of Finance and Administration with processing new employees - screen candidates for open positions and refer qualified candidates to the hiring manager
- Ensure all paperwork is collected and entered into our HR systems, set them up on our timekeeping platform, submit paperwork for health insurance if applicable
- Ensure all orientation training is completed

- Maintain current employees with recognition and training needs
 - Ensure all paperwork is completed, terminate healthcare benefits if applicable
- Social Science & Human Services – Related Majors*

Marketing and Public Relations Specialist

The intern will handle the following:

- Assist our donor relations and outreach staff with researching grant opportunities and the giving capacity of our donors
 - Create marketing publications and collateral
 - Provide support with the logistics of our four fundraising events
 - Prepare public relations portfolios for corporate partners and donors
- Business and Communications-Related Majors*

ASun Star

554 Bloomfield Ave, Suite #401
 Bloomfield, NJ 07003
 Meegan Babbage
 973-380-4994
 meeganb@asunstar.org
<https://asunstar.org/>

Fully In-Person Work Schedule

Office Administration Intern

The intern will handle the following:

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Supervise administrative staff and divide responsibilities to ensure performance as needed
- Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.)
- Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Track stocks of office supplies and place orders when necessary
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary
- Screen calls, enquiries and requests, and deal with them when appropriate

Grants:

- Assist with completion through research and document organization
- Answer phones and assist with employee questions, problems, and reassignments
- Create and send out email and letters that are company based
- Attend needed meeting and trainings for the company
- Meet and greet visitors at all levels of seniority
- Supervise all incoming/outgoing mail and emails into the main company email

Open to All Majors

Summer Camp

The intern will handle the following:

- Providing program administrative support at the program
- Examples may include but is not limited to arts and crafts, climbing wall, waterfront, dog sledding, archery, high ropes, check in/out of participants, bus coordinators, and more

- Provide high quality experiences for participants that focus on ASun Star’s care values: caring, honesty, respect and responsibility

Open to All Majors

Weekend Program

The intern will handle the following:

- Provide care of (up to) 20 participants
- Reports to the facilitator and the coordinator
- Teach by modeling and demonstrating characteristics that participants can learn from
- Develop classroom and behavioral management skills
- Assist leading and planning recreational activities
- Communicate regularly with the facilitator in regard to lesson planning and implementation
- Develop relationships with children and their families
- Enforce all safety procedures and protocols with the participants/staff
- Document all camp issues as needed including youth member behavior and incidents
- Assist in weekly documentation for each youth
- Complete assigned responsibilities including set-up, clean-up, and program maintenance
- Assist in supervising lunchtime and snack time activities
- Report all medical, emergency, physical/ verbal incidents in the “Incident Report Book”
- Ensure that the curriculum is being followed and that program is on time for all components
- Perform other duties as assigned

Open to All Majors

After School Program

The intern will handle the following:

- Provide program administrative support
- Examples may include but is not limited to arts and crafts, climbing wall, waterfront, dog sledding, archery, high ropes, check in/out of participants, bus coordinators, and more
- Provide high quality experiences for participants that focus on ASunStar’s care values: caring, honesty, respect and responsibility

Open to All Majors

My GOAL Inc

51 Waverly Place
 Monmouth Junction, NJ 08852
 Genevieve Kumapley
 732-616-5060
 genevieve@mygoalinc.org
 mygoalinc.org

Hybrid Work Schedule

Marketing/Communication Intern

The intern will handle the following:

- Assist the Program Coordinator with building connections to the MyGOAL network to generate autism community participation and donor interest in MyGOAL. This will include outreach to the broad Middlesex, Mercer, Union, Essex Counties & community and specific groups like schools, physician offices, parent organizations, and autism related groups

Database Entry:

- Develop marketing plan
- Draft written copy for marketing materials
- Membership Development

- Assist with development and implementation of direct marketing solicitations and membership mailings

Communications:

- Contribute to social media platforms (including but not limited to Twitter, Facebook, Instagram, Pinterest, etc.) to generate online connections for MyGOAL
- Assist with enhancement of MyGOAL website, by way of sourcing image graphics, writing copy for pages, and updating pre-existing pages
- Assist with production of press releases and other publications

Marketing:

- Publicize support groups and other educational activities
- Coordinate Autism-related outreach and represent MyGOAL at public events
- Assist with community discovery, survey, and development process, including identifying potential MyGOAL sponsor corporations and contacts

Business and Communications-Related Majors

Public Health Educator

The intern will handle the following:

- Assist the executive director and program coordinator with building connections to the MyGOAL network to generate autism community participation and help develop new programs to provide families with hands on experience and knowledge. This will include outreach to the broad Middlesex County community and specific groups like schools, physician offices, parent organizations, and autism related groups
- Provide administrative support and report to the program coordinator

Social Science & Human Services – Related Majors

Leisure and Hospitality Industry Sector

YMCA Camp Ockanickon, Inc., d/b/a YMCA of the Pines

1303 Stokes Rd.
Medford, NJ 08055
Greg Keresztury
609-654-8225
GregK@ycamp.org
www.ycamp.org

Fully In-Person Work Schedule

Leisure & Hospitality Operations Intern

The intern will handle the following:

- Work with department heads of various customer-facing departments to assist in meeting the operational objectives of the department
- May assist with customer-facing interactions in a camp or conference-center setting, design and/or implement program, and/or put together marketing pieces for hospitality/leisure programs

Business and Communications-Related Majors

Vineland Historical and Antiquarian Society

108 S. Seventh Street
PO Box 35
Vineland, NJ 08362
Patricia A. Martinelli
856-691-1111
vinelandhistory@gmail.com
www.discovervinelandhistory.org

Fully In-Person Work Schedule

Collections Assistant

The intern will handle the following:

- Responsible for assisting the curator with a variety of projects that will include digitization of the collections, cataloguing the archives, and research for upcoming exhibits
- Learn how to correctly house collections and what is involved in their proper care
- Conduct tours of the museum, which will allow them to familiarize themselves with the collections

Arts and Humanities – Related Majors

Capstone Elite, LLC

211 Warren Street
Newark, NJ 07103
Sandeep Kancherla
973-954-2783
Management@CapstoneElite.com
CapstoneElite.com

Fully In-Person Work Schedule

We are looking for mature and experienced sophomores or juniors, ideally from a local Newark area university. Although you will be shadowing different team members as you learn, you will work on your

own and be given projects, tasks, and responsibilities that you will take ownership of. The greater initiative shown, the greater professional experience this internship will be.

Hours are flexible around your class schedule and hours may increase with performance. Ideal candidates should be looking for growth as long-term growth opportunities are available. Previous interns have been with us for 3+ years, moved into full-time positions with our company, and have moved on to progress rapidly in their careers post-graduation. Do not miss this opportunity to jumpstart your future, now! We are looking to fill this position for May 2022 and ramp up training for the summertime, so please send your resume and cover letter when you respond.

We are looking for an outgoing, highly organized, independent, and responsible candidate who has knowledge of the Internet, customer service, Microsoft Office, interpersonal skills and not afraid of a challenge. Must be able to work independently with little supervision. Should have an interest in sales, real estate, business and marketing. Compensation will be \$20 hourly for the first 15 hours per week, plus college credit for your internship (if applicable) and bonus earnings potential. Must be available to work during the summer AND school year. Long term growth opportunities are available. Office is located next to NJIT and Rutgers Newark, but you will need to have a driver's license and plus points if a car is accessible to you.

Intern

The intern will handle the following:

- Speak to clients, customers, and general inquiries
- Set up appointments with vendors, customers, and clients
- Give customers tours of residences, neighborhood, and amenities
- Execute and improve marketing campaigns around the area
- Research, development, and outreach to prospective clients
- Coordinate and participate in promotional activities to market products and services
- Set appointments and field sales inquiries
- Assist existing and new clients with their accounts
- Generate contracts, update financials, and follow up
- Assist all departments with different projects and initiatives
- Ensure a smooth transition between outgoing and incoming residents
- Inspect properties and coordinate vendors for turnovers
- Attend team meetings and delivering progress reports

Business and Communications-Related Majors

Festival of Ballooning, Inc.

363 US Hwy 46, Ste. 200

Fairfield, NJ 07004

Kenneth Staats

973-882-5464

kstaats@balloonfestival.com

www.balloonfestival.com

Fully In-Person Work Schedule

Social Media, Marketing & Sponsorship Coordinator

The intern will handle the following:

- Work directly with the Executive Producer on Festival marketing and media outreach programs and contract negotiations
- Oversee sponsorship and media trades and create the working document which catalogues all contract fulfillment needs - festival tickets, social posts, digital ads, etc

- Assist the Festival Director in growing the awareness of the festival on social media
 - This would include growing our fan page and assisting in ticket sales through these social media sites
 - Assist in updating the website daily, needs knowledge of how to work content manager of website (WordPress) and how to utilize social networking site to promote an event
- Graphic design and/or photoshop knowledge required.

Open to All Majors

Ticketing & Customer Relations Coordinator

The intern will handle the following:

- Oversee all financial processing and recording from our online ticketing software
- Manage ticket fulfillment leading up to the event, as well as on-site ticketing needs
- Work with the Festival Director on Customer Relations and resolving any issues that may arise

This position is key to our operation and needs a highly organized and self-sufficient individual to take charge of ticket orders and processing as well as creating Excel reports that are provided daily to the Executive Producer. These reports play a crucial part in helping the organization make sound financial and marketing decisions.

Open to All Majors

Operations & Entertainment Coordinator

The intern will handle the following:

- Assist VP of Operations in all aspects of on-site operations for the event
- Interface with a wide variety of key vendors (tents, office trailers, portable rest rooms, etc.)
- Help manage the all-important relationship with the festival's title sponsor
- Review contracts and facilitates fulfillment of all contractual obligations with entertainers
- Coordinate all entertainment-related functions during the weekend of the event

Open to All Majors

Hospitality/Hotel Facilitator & Balloon Operations Coordinator

The intern will handle the following:

- Assist Festival Director in pre-event production and planning
- Work with our hotel partners in solidifying the rooming list for all staff, contractors, entertainers, and balloon pilots through our room block reservations
- Handle all arrangements and requests of the balloon pilots and crew
- Assist with all balloon ride logistics and operations
- Interact with the corporate hospitality clients leading up to and during the event, while working with our on-site caterer to fulfill the clients' requests

Open to All Majors

Liberty Science Center

222 Jersey City Blvd.
 Jersey City, NJ 07305
 Allie Cutler
 201-253-1328
 acutler@lsc.org
www.lsc.org

Fully In-Person Work Schedule

Exhibits Services Intern

The intern will handle the following:

- Assess Liberty Science Center's collection of permanent galleries and make recommendations

for their improvement

- Research and suggest ways to update existing galleries with forward-thinking technologies and have the opportunity to execute updates that modernize our exhibits and improve the visitor experience
- Play an active role in improving and streamlining departmental policies and procedures by developing a digital directory of exhibition materials and information for internal use

Open to All Majors

STEM Education Intern

The intern will handle the following:

- Assist and collaborate with STEM educators to teach and interact with guests and students online, at LSC, and at schools
- Help develop and revise activities to enhance the learner experience
- Work with students of all ages to provide helpful, engaging, and meaningful experiences that inspire a love of STEM

Education-Related Majors

STEM Operations Intern

The intern will handle the following:

- Provide operational support for the STEM team, including scheduling, procurement, and materials management for educational programming, remote or in-person
- Assist in the standards-based review and mapping of programs and related activities
- Assist in the data analysis of program feedback survey
- Provide administrative support to the Vice President, STEM Education

Open to All Majors

Planetarium Intern

The intern will handle the following:

- Assist and collaborate with Planetarium Educators to teach and interact with students and the public in onsite programs and virtual experiences that bring LSC's Jennifer Chalsty Planetarium--the largest planetarium in the Western Hemisphere--and Science on a Sphere to homes and classrooms
- Develop and revise educational activities that enhance LSC's Planetarium and Science on a Sphere experiences and will work with children of different ages and education levels to provide helpful, engaging, and meaningful experiences, onsite and/or online

STEM-Related Majors

Science Camp Intern

The intern will handle the following:

- Assist in the management and administration of LSC's Science Camp, a robust program offering 23 unique week-long STEM-focused classes for campers entering first grade through eighth grade
- Work alongside STEM educators to facilitate camper experiences and ensure that all courses run smoothly
- Act as mentors and will inspire and ignite campers' interest in STEM

Open to All Majors

External Affairs Intern

The intern will handle the following:

- Help achieve the long- and short-term goals of the External Affairs Department through researching opportunities for STEM funding, copywriting, data collection, clean-up, and organization, and event support

Open to All Majors

NJ Pride Chamber of Commerce

155 Willowbrook Blvd. Suite 350

Wayne, NJ 07470

Stephen Blazejewski

609-462-9227

info@njlgbtchamber.org

<https://www.njpridechamber.org/>

Hybrid Work Schedule

Communications and Administrative Intern

The intern will handle the following:

General Responsibilities:

- Assist in writing e-mail newsletters to be distributed to members
- Assist with creation, development, and promotion of events throughout the state
- Organize and maintain the Chamber's newsletter opt-in list
- Monitor and update social media accounts and increase following on all platforms
- Assist in developing visual graphics to represent and promote the Chamber
- Review and update the Chamber's website content
- Organize and maintain the Chamber's membership roster on regular basis
- Assist with phone campaigns dedicated to keeping in touch with Chamber's Membership base
- Complete other projects and duties as assigned

Open to All Majors

Marketing Intern

The intern will handle the following:

General Responsibilities:

- Assist in writing e-mail newsletters to be distributed to members
- Monitor and update social media accounts and increase following on all platforms
- Develop visual graphics to represent and promote the Chamber in line with the organization's new brand
- Work directly with the Vice President of Marketing to develop PR and communications strategy around upcoming events and important information the Chamber needs to make known to the public
- Review and update the Chamber's website content
- Complete other projects and duties as assigned

Arts and Humanities – Related Majors

Manufacturing Industry Sector

Amtcor

625 Sharp St.
Millville, NJ 08332
Jessica Danis
856-776-4134
jessica.danis@amcor.com
www.amcor.com

Fully In-Person Work Schedule

Quality Intern

The intern will handle the following:

- Assist in maintaining Good Manufacturing Practices (GMP) within the assigned work area
- Shadow co-workers responsible for each of the following functions: Metrology, Customer complaint investigations, and other logistic activities
- Follow all plant safety guidelines
- Understand and follow EHS policy and requirements
- Report actual and potential EHS incidents and emergencies to the manager
- Assists and provides support to Quality Assurance department and job site Project Managers
- Assist Metrology laboratory in obtaining measurements
- Assist Quality Assurance department in responding to customer inquiries
- Perform other duties as assigned by Quality Assurance Manager

Open to All Majors

Engineering Intern

The intern will handle the following:

- Assist in maintaining Good Manufacturing Practices (GMP) within the assigned work area
- Shadow co-workers responsible for each of the following functions: Tooling, Processing, and other logistic activities
- Follow all plant safety guidelines
- Understand and follow EHS policy and requirements
- Report actual and potential EHS incidents and emergencies to manager
- Assists and provides support to Engineering department and job site Project Managers
- Assist engineers with data input
- Perform other duties as assigned by the technical manager

STEM-Related Majors

Aptar Group

611 Industrial Way
West Eatontown, NJ 07724
Andrea Rojas
Melissa Gianotto
732-578-9100
melissa.gianotto.ext@aptar.com
<https://www.aptar.com/>

Fully In-Person Work Schedule

Manufacturing Intern

The intern will handle the following:

- Work closely with production manager and production team on preparing production reports
- Lookup production material and ensure availability in warehouse
- Coordinate material transfer requests from satellite warehouses
- Maintain a 7-day rolling schedule of production material availability
- Create one-point lessons and standard procedures under the guidance of production manager
- Create machine specific CIL (Clean, Inspect, and Lubricate) standards
- Create adjustment points, centerline standards and changeover procedures
- Other duties as directed by production manager

Required Qualifications:

- Industrial engineering student or related educational background
- Proficient in excel (required)
- Bilingual: English/Spanish
- SAP experience (preferred but not required)

STEM-Related Majors

Innovative Photonic Solutions

313 Enterprise Drive

Plainsboro, NJ 08536

Juan Ruiz

732-230-1638

Juan.Ruiz@IPSlasers.com

www.IPSlasers.com

Fully In-Person Work Schedule

Engineering Intern

The intern will handle the following:

- Workstation automation using LabVIEW
- Transfer of processes and products from development to production
- Creation and maintenance of Bill of Materials (BOM)
- Test system calibration methods and tool readiness
- Production line preventative maintenance
- Reduction of costs, scrap rate and cycle time
- Prepare work instructions/procedures for quality, assembly, and test

Qualifications:

- Experience in laser diode packaging manufacturing
- Expertise with the fabrication and assembly methods needed to optimize engineering designs for high reliability manufacturing
- Experience aligning optical systems and testing laser & optical products
- Firm understanding of design of experiments methodology and scientific methods needed to validate experimental results
- Use and modification of Access and or SQL databases
- Reporting of SPC and process data with SAS JMP, MATLAB, or similar software

STEM-Related Majors

SP Industries

1172 NW Blvd.

Vineland, NJ 08360

Jeffrey Andolaro

215-589-2302
jeff.andolaro@spindustries.com
<https://sp-wilmadlabglass.com/>

Fully In-Person Work Schedule

Engineering Intern

The intern will handle the following:

- Support the engineering department in manufacturing engineering, sustaining engineer and process improvements

STEM-Related Majors

Business Process Improvement Intern

The intern will handle the following:

- Participate and coordinate continuous improvement activities to support business advancement

Open to All Majors

Revel Nail LLC

90 Coles Rd.
Blackwood, NJ 08012
Erin Phillips
609-413-7508
ephillips@revelnail.com
revelnail.com

Hybrid Work Schedule

Project Management Intern

The intern will handle the following:

- Work with existing teams to identify all current projects that are ongoing and assist with categorizing and documenting them in one central place
- Assist with predicting resources needed to reach objectives and manage resources in an effective and efficient manner
- Assist with tracking of budgets based on scope of work and resource requirements
- Assist with keeping a detailed project schedule and work plan and report on time frames
- Measure project performance to identify areas for improvement
- Work cross-functionally with other company teams to ensure project completion while meeting deadlines

STEM-Related Majors

Copy Writer Intern

The intern will handle the following:

- Write clear marketing copy that will appeal to our audiences, attract customers, boost brand awareness, and promote our products/services.
- Deliver straightforward, compelling and engagement-driven content across all marketing channels, including website copy, email campaigns, blog posts, video scripts, digital and print ads, and packaging.
- Proof all copy with meticulous accuracy for spelling, punctuation and grammar.
- Proof all copy with meticulous accuracy for spelling, punctuation and grammar.
- Uses data-driven marketing to guide all copy decisions
- Research industry-related topics and keywords
- Support marketing team as needed, including projects beyond what is listed above

Potential for hybrid/remote work schedule
Open to All Majors

Business Development Intern

The intern will handle the following:

- Take a lead role in the development of proposals and presentations for new business materials to create and nurture business opportunities and partnerships
- Identify trends and customer needs, building a short/medium/long-term sales pipeline in accordance with targets
- Assist in the coordination and implementation of marketing strategies, and take on tasks that achieve strategic goals
- Monitor and evaluate industry trends and customer drivers and meet regularly with management and stakeholders to discuss strategy.
- Manage proposal response process, including detailed RFP requirements, content creation, and inputs from various sources
- Generate new leads, identify and contact decision-makers, screen potential business opportunities, select the deals in-line with strategies, and lead and facilitate pitch logistics.
- Develop and implement overarching outbound sales and business development strategy, sales processes, structure, and best practices across the company
- Support deal structure and pricing with business value analysis; negotiate prices for proactive bids and proposals

Business and Communications-Related Majors

Quality Control Intern

The intern will handle the following:

- Responsible for completing small scale adjustments to production batches to match a standard
 - The small-scale adjustments are done by using color theory to obtain a match
- Responsible for instructing the department how to adjust the batch based on the small-scale adjustment
- Completes reports by updating paperwork with date, time, and adjustments
- Contributes to team effort by accomplishing related results as needed
- Create multiple color swatches for color matching
- Complete multiple color tweaks for standard matching

QC Lab Associate must be able to:

- Evaluate and determine any differences in hue of production batches
- Distinguish between colors
- Possess working knowledge of algebraic math concepts with a focus on fractions and percentages
- Balance multiple projects at once
- Communicate clearly and effectively verbally and written
- Possess above average organizational skills including time management, project management

Open to All Majors

Research and Development Intern

The intern will handle the following:

- Responsible for various projects to help support marketing launches
- Work on projects that help improve our process
- Work with color matching team to ensure that customer samples are matched in timely manner
- Responsible for any other project that may come up within the organization
- Manages the completion of reports by updating paperwork with date, time and adjustments
- Manages the creation of multiple color swatches
- Manages the matching of color samples to current products

- Work on a team that creates new colors from pigments and glitters
- Must possess working knowledge of Algebraic math concepts with a focus on fractions and percentages
- Must be able to balance multiple projects at once
- Ability to communicate clearly and effectively verbally and written
- Possess exceptional organizational skills including time management, project management

Open to All Majors

IT Intern

The Information Technology Intern will provide direct technical assistance and support for network, hardware, and software issues.

Duties include:

- Installing and maintaining computer systems including software and hardware on desktops and laptops, resolving internet and network access issues (both wired and wireless)
- Providing network printer support, meeting with staff to provide one-on-one technical assistance as needed/requested
- Providing training to staff on software and hardware use
- Determining causes of computer/software/network malfunctions through valuation and testing and resolution via modifications, repair, or external support assistance
- Monitor and test resolution of those issues sent to vendors
- Record activities, solutions and other responses to request for service
- Assist in maintaining inventory records and documentation for equipment
- Consult with vendors, perform research, and evaluate products to assist in the selection and purchase of equipment and installation or upgrade of systems.
- Develop and provide user training for basic hardware and software use
- Provide backup technical support for network including router, firewall, and wireless access point
- Maintains open communication and positive working relationship with staff
- Perform other duties/projects as assigned

STEM-Related Majors

Central Safety Equipment Co

300 W Broad St.
 Burlington, NJ 08016
 Mary T Gordon
 609-386-6448
 mtg@centryco.com
www.centryco.com

Fully In-Person Work Schedule

Marketing Assistant

The intern will handle the following:

- Assist in the development and focus for an improved website
- Write copy for specific products and applications for the website
- Profile existing customers/markets to help identify target markets
- Put together a Social Media plan and calendar
- Write copy as appropriate

Business and Communications-Related Majors

Non-Profit Organizations

Burlington County Regional Chamber of Commerce

520 Fellowship Road, E 502

Mt. Laurel, NJ 08054

Kristi Howell

609-351-2893

khowell@bcrcc.com

bcrcc.com

The Burlington County Regional Chamber of Commerce seeks a dynamic intern for their marketing department. You will learn all aspects of a small non-profit marketing department. From promoting the organization to engaging its members & partners.

Fully In-Person Work Schedule

Marketing Intern

The intern will handle the following:

- Assist the marketing & events manager in promoting the chamber events & its members but using chamber marketing & social media
- Assist in taking photos at events for post event publicity
- Contact members for theirs to help promote & market their businesses
- Update website
- Contact members to obtain member news for the website & The Connector
- Assist in layout & content for the The Connector, our quarterly newsletter
- Assist in taking photos at events for post event publicity
- Assist with post event publicity
- Draft press releases

Business and Communications-Related Majors

JVS of MetroWest

354 Eisenhower Parkway

Livingston, NJ 07039

Michael Andreas

908-461-7585

mandreas@jvsj.org

www.nvsnj.org

Fully In-Person Work Schedule

Marketing/Data Analyst

The intern will handle the following:

- Develop marketing materials
- Create reports to report on clients served and other key metrics

Open to All Majors

Metro YMCA of the Oranges

104 South Livingston Avenue

Livingston, NJ 07039

Sharon Czebotar

732-809-5170

sczebotar@metroymcas.org

Hybrid Work Schedule

Business Development & Community Relations Intern

The intern will handle the following:

Responsibilities include but are not limited to:

- Conduct market research and competitive analysis to identify new prospects and leads for membership sales and program growth
- Identify key prospects and follow up with leads to generate conversions
- Attend community events to build awareness and generate leads
- Assist with team member trainings
- Special projects as needed

Required Skills:

- Passion for the YMCA mission
- Relevant coursework or prior internship experience preferred
- Excellent interpersonal skills
- Strong written/verbal communication skills
- Proven ability to take initiative and demonstrate out of the box thinking
- Proficient Microsoft Suite skills

Business and Communications-Related Majors

Senior Camp Counselor

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

The intern will handle the following:

- Provide direct supervision of a group of children in a seasonal day camp
- Responsible for a group of children and always supports the ongoing supervision of all campers throughout the camp day
- Help children adjust to camp according to camp rules and safety precautions, form cohesive groups and enjoy their activities
- Create positive, nurturing relationships with children, while building cooperative relationships with parents/caregivers
- Responsible for the planning and delivery of the variety of activities on regular camp days and supports the efforts of the Director and camp activities
- Promote and support the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience
- Provide direct supervision of a group of children in a seasonal day camp

Education-Related Majors

STEAM Camp Specialist

The intern will handle the following:

- Design and deliver a program specialty in Science, Technology, Engineering Arts and Math areas tailored to the skills and interests of each age group
- Work with other counselors to bring about quality programming in that specialty area. Activities should nurture creativity, cooperation, skill and self-esteem and support the potential of all youth in programs and facilitates peer-to-peer connections as part of the overall camp experience

Education-Related Majors

Nature Instructor

The intern will handle the following:

- Prepare and implement nature education program for campers

- Ensure the safety and well-being of campers

Program Delivery:

- Always follow risk management guidelines and follow all camp rules and regulations
- Lead camp like activities: lead hikes, team building, nature programs, science classes, and seasonally appropriate activities
- Have lessons prepared for all classes assigned which communicate accurate knowledge of the subject area to participants

Guest Services:

- Provide excellent customer service as demonstrated by positive remarks on guest surveys
- Conduct themselves in a professional manner including wearing provided staff shirts, nametag, and being responsive and helpful to guest questions
- Set a good example for participants including cleanliness, language, and sportsmanship
- Provide dining hall facilitation for visiting groups
- Demonstrate cooperation, support and flexibility toward fellow staff, programs, and the goals and philosophies of the Fairview Lake YMCA Camps
- Be punctual for work and arriving in program areas
- Prepare in advance for assigned activities
- Encourage respect for personal property, camp equipment, and facilities

Education-Related Majors

Summer Marketing and Community Engagement Intern

The intern will handle the following:

- Work with various Branch and District Staff including Executives, Associate Executives, Camp Directors and the Marketing and Community Engagement Director to capture, archive and promote through stories, social media articles, and newsletters, the positive impact that our multiple District Summer Camps have on kids and communities

Business and Communications-Related Majors

Anchor House Inc.

482 Centre Street
 Trenton, NJ 08611
 Jay Neiderman
 609-396-8329
 jneiderman@anchorhousenj.org
www.anchorhousenj.org

Fully In-Person Work Schedule

Data Analyst Intern

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

The intern will handle the following:

- Enter data in various systems; create and generate reports (applicant is not expected to know systems specific to our agency like HMIS that we use to collect data - training will be provided)
- Generate reports and metrics regularly
- Research and recommend new data collection systems based on needs of programs
- Evaluate and create evaluation tools for our various programs
- Review current website analytics and other online communication vehicles to identify trends and patterns (social media, e-blasts); provide insight on analytics (i.e. Search Engine Optimization)
- Suggest ways to streamline data collection processes

- Ensures data quality:
 - tracks quality issues and addresses discrepancies
 - monitors integrity of agency input data
 - resolves data problems regarding file failure, data quality and information timing
- Trains staff and residents on computer system and other equipment
- Provide general administrative support; performs data entry, document scanning, report running, and electronic filing as needed to support program operations
- Performs other duties as assigned

Qualifications:

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

Open to All Majors

Retail Trade Industry Sector

Goldin

160 E. 9th Ave, Suite C
Runnemede, NJ 08078
Melissa Kinkopf
856-283-2463
melissa@goldinauctions.com
<https://goldin.co/>

Fully In-Person Work Schedule

Content & Business Development Intern

The intern will handle the following:

- Assist across all areas of our content and business development operations
- Focus on strategy, planning and execution, this role will work collaboratively across multiple different departments of the Goldin business
- Organize our existing and prospective partner lists
- Assist with content & social media strategy, planning and execution
- Liaise with key project stakeholders on an ongoing basis to implement and track progress
- Work collaboratively with our Client Partnerships team

Goldin is looking for someone with a passion for the hobby who is interested in a career in content production and partnerships.

Business and Communications-Related Majors

Cataloging Intern

The intern will handle the following:

- Assist with the documenting of lots that arrive for auction
- Assist the cataloging team with accurately and efficiently entering the lots into the system on behalf of consignors
- With the help of the cataloging team, work closely with client partners to understand the volume and nuances of incoming inventory, potential additional services required, and timing of auctions
- Work with the authentication, photography, and editorial teams to flesh out information on any number of complex lots
- Catalog incoming lots by writing detailed titles adhering to established style and content rules
- Identify lots that need authentication or other services and complete submission forms as appropriate
- Move items to photography and ensure any special photograph needs are identified (i.e., specific cards in a set to highlight, flaws, etc.)
- Conduct research when needed on lots and communicate with client partners on potential additional services required and assess the condition of lots

Requires knowledge and experience in the collectibles hobby

Business and Communications-Related Majors

Editorial Intern

The intern will handle the following:

- Use established writing experience and passionate industry knowledge to assist in editorial operations in the research and development of content for its product description pages
- Conduct necessary research on lots in Goldin's warehouse facility and fact check product description pages after they are written

- Assist writers and editors in research for lot items, e.g., retrieving items from the warehouse, writing out more information on them, taking additional photos for remote writers/editors, and scraping the internet for additional details
- Generate interest in lots by writing compelling and engaging content
- Each item should be described in a way that is accurate, informative, and approachable. Editorial is of the utmost importance for buyers and sellers alike and we are looking for a passionate, detail-oriented, deadline-conscious, aspiring professional writer to help us manage our immense inventory of the world's coolest collectibles.

Business and Communications-Related Majors

Damore Law LLC

901 Route 168, Suite 502
 Turnersville, NJ 08012
 Danielle Damore
 856-562-7870
 danielledamore.esq@gmail.com
www.damorelawllc.com

Fully In-Person Work Schedule

Legal Assistant

The intern will handle the following:

- Communicate status updates with clients
- Obtain vital information from a client in order for the firm to represent them in the legal process
- Draft legal documents, assist in real estate closings and the signing of estate planning documents

Business and Communications-Related Majors

Balzac & Co

48 Main Ave.
 Ocean Grove, NJ 07756
 Russell Brent
 732-898-6898
 russell@balzacfibers.com
www.balzacfibers.com

Hybrid Work Schedule

Social Media

Balzac & Co is seeking a Communicator who will develop & execute social media strategies for a variety of platforms, including content calendar, website, Instagram & Facebook.

The intern will handle the following:

- Schedule and publish content, maintain external communications, and research and identify emerging trends and new content inspiration

Looking for:

- Self-motivated, organized and creative, as well as fluent across prevailing social platforms, specifically Instagram & Facebook, ideally with a familiarity with Facebook Business Manager and Facebook Ads Manager, and an awareness of what type of content works best for each platform
- Creative and witty, with a sense of what's resonating online. You're not just an excellent writer, but you are able to adjust voice and tone to accommodate a range of clients, projects and audiences
- A detail-oriented approach to project management and are able to move & react quickly to

conversations

- Familiarity with hand crafts like knitting and crochet, and/or fashion, a plus
Equal opportunity employer and BIPOC & queer students are encouraged to apply.

Business and Communications-Related Majors

Ecquinabis, LLC

414 Eagle Rock Ave., Suite 305
West Orange, NJ 07052
Andrea Monroe, VP, Diversity & Programs
571-366-0452
andrea@ecquinabis.com
<https://ecquinabis.com/>

Remote work schedule

Intern - Marketing & Social Media

The intern will handle the following:

- Under the direct supervision of the VP Marketing, the Intern for Marketing & Social Media will actively assist staff with outreach and marketing for two initiatives
- Ecquinabis' upcoming social education workshops and learning materials
- Launch of MRNG, a hemp CBD-infused human care product line
- Participate in the development of social media campaigns, web content and conduct online research, outreach and promotions using multiple platforms including, but not limited to Instagram, LinkedIn, Facebook, Twitter, Google+, Tumblr and more
- Learn and assist with creation and management of online educational and sales-related content designed to engage target audiences
- Co-produce graphic designs using adobe software (Photoshop, Illustrator)
- Social media analysis and reporting; search engine optimization (SEO) work, and website user interface (UI) design, related research, and reporting.

The Agriculture Improvement Act of 2018 (2018 Farm Bill) permits the interstate transfer of hemp products for commercial or other purposes. At this time, cannabis is legalized in NJ and 17 other states and Washington, DC, for recreational use for adults over 21; and medical use is legalized in 37 states and Washington, DC.

Open to All Majors

Intern- HR Research & Program Development

The intern will handle the following:

- Under the direct supervision of the Chief People Officer, the Intern for HR Research & Program Development shall create materials for career/professional development workshops and coaching for members of historically underserved communities interested in entering the emerging cannabis industry, research DEI best practices, initiatives and outcomes
- Contact leads for potential client companies and organizations interested Ecquinabis services
- Responsibilities include reviewing existing workshops and coaching materials to design both online and print materials for target audiences and creating a depository system for research and tracking research data via Excel or Access

At this time, cannabis is legalized in NJ and 17 other states and Washington, DC, for recreational use for adults over 21; and medical use is legalized in 37 states and Washington, DC. Hemp is legal in the United States (The Agriculture Improvement Act of 2018 aka 2018 Farm Bill).

Open to All Majors

Intern- Legal & Policy Research

The intern will handle the following:

Under the direct supervision of the Chief Legal Officer, the Intern-Legal & Policy Research:

- Create regulatory maps of NJ and NY cannabis legislation
- Analyze and track DEI data for NJ and NY cannabis licensed companies
- Identify and contact advocacy policy organizations and/or initiatives for potential collaboration with Ecquinabis
- Research and track information from NJ and NY cannabis/marijuana/hemp regulatory offices
- Direct outreach to existing cannabis businesses for interviews and qualitative research
- Draft requests to gather diversity profiles of license owners, board members, executives, and staff, including each respective State's cannabis regulatory bodies, etc.
- Create a depository system for research and tracking data using Excel or Access

At this time, cannabis is legalized in NJ and 17 other states and Washington, DC, for recreational use for adults over 21; and medical use is legalized in 37 states and Washington, DC. Hemp is legal in the United States (The Agriculture Improvement Act of 2018 aka 2018 Farm Bill). (The Agriculture Improvement Act of 2018 aka 2018 Farm Bill).

Open to All Majors

STEM Industry Sector

BCCLT, Inc.

1138 E. Chestnut Ave., Bldg. 7A
Vineland, NJ 08360
Betty Ann Mosley
856-563-1225
sommer@bcclt.com
www.bcclt.com

Fully In-Person Work Schedule

Data Analyst Intern

Candidate will work in a collaborative engineer team environment designing mechanical systems for governmental, educational, healthcare, and industrial facilities. We invite you to become part of our professional team and join in the engineering challenges and opportunities offered. BCCLT, Inc. with its long history is aggressively addressing current engineering design utilizing the latest in design technology combined with our talented, experienced staff and a progressive business approach. The ever-changing design of systems for facilities offer a diverse, expanding and rewarding engineering career.

The intern will handle the following:

- Design will include HVAC, fire protection, plumbing and medical systems
- Work under the direction of the responsible PE
- Gather all necessary support data, field data, design criteria, constructability, calculations, code review, and prepare documents for the assigned task
- Responsible for a complete and thorough design and will review their completed work for compliance with applicable criteria

Qualifications:

- Strong problem solving and critical thinking skills
- Ability to multi-task, organize, and prioritize work

STEM-Related Majors

Network of Jewish Human Service Agencies

50 Eisenhower
Paramus, NJ 07652
Sarah Welch
215-240-7624
swelch@networkjhsa.org
Networkjhsa.org

Fully Remote Work Schedule

Workforce Technology Intern

The intern will handle the following:

- Organize and maintain online web presence for a national workforce project developed and managed by NJHSA in partnership with agencies across the U.S.
- Trouble shoot technical issues as they arise for the NJHSA workforce team and affiliated agencies
- Help design and implement online tools to support member agencies including webpages, virtual meetings, surveys, and social media
- Provide data management and support for workforce team to track and connect with

- member agencies, employers, funders, etc.
- Work closely with other NJHSA team members to support annual conference planning
- Promote a culture of high performance and continuous improvement that values learning and a commitment to quality

STEM-Related Majors

OCA Architects, Inc.

211 Warren Street, Suite 218
Newark, NJ 07103
Obiora Agudosi
201-274-5177
obia@oca-archplan.com
www.oca-archplan.com

Fully In-Person Work Schedule

Architectural Intern

The intern will handle the following:

- Work with project team members in producing drawings using architectural software like Autodesk Revit, sketch up, etc.
- Undertake other tasks associated with producing design and construction documents

Arts and Humanities – Related Majors

Fundraising Well

152 Pine Street
Jersey City, NJ 07304
Kerry Watterson
201-920-7665
Kerry@FundraisingWell.com
www.fundraisingwell.com

Hybrid Work Schedule

External Relations

The External Relations Interns will play a significant role in supporting Fundraising Well's marketing, communications, and resource generation responsibilities.

The intern will handle the following:

- Create a marketing and communications plan
- Manage social media platforms
- Develop relevant educational and informational content
- Develop a fundraising and resource generation plan
- Prospect research and landscape analysis

Open to All Majors

Program Development

The Program Development Intern will support the Fundraising Well team and their core clients in setting strategy and evaluation metrics for program performance.

The intern will handle the following:

- Create research briefs on targeted social justice issues
- Develop and running reports to measure program performance
- Create program content and toolkits
- Building evaluation surveys

- And more!

Open to All Majors

Investor Relations

The Investor Relations Intern will work with the Fundraising Well team and their core clients to manage and expand investor engagement.

The intern will handle the following:

- Develop impact reports
- Calendaring and creating investor education materials and updates
- Manage logistics for investor events
- Work with investor relations teams to develop compelling solicitations and cases for support

Open to All Majors

Greater Newark Conservancy

32 Prince Street

Newark, NJ 07103

Sarah O'Leary

973-943-2065

soleary@citybloom.org

www.citybloom.org

Fully In-person

Farm Production and Data Technician

The intern will handle the following:

- Assist the farm manager in collecting harvest quantities to measure output
- Work with the director of urban agriculture and food initiatives to create and maintain data tracking systems
- Work alongside farm manager and seasonal teen interns to support and measure farm production
- Create reports, tables and infographics to communicate farm production

The nature of farm production requires outdoor work throughout the summer.

Social Science & Human Services – Related Majors

Two River Gourmet Mushrooms LLC

624 Ocean Avenue

Sea Bright, NJ 07760

Kevin C Sullivan

732-216-1859

tworivergourmetmushrooms@gmail.com

tworivermushroom.com

Fully In-person

Hydroponics / Mushroom Cultivation

At our new scaled location, we are building out several grow rooms, lab space, incubation and also a Hydroponics room. We are going to be looking into an idea we've had for some time of pumping the CO2 rich air from the grow rooms (Fungi Give off Co2) into the Hydroponics room to enhance Photosynthesis.

The intern will handle the following:

- Work to facilitate this goal while also keeping detailed records of many variables to document feasibility

- Including, but not limited to, watering rates, PH, nutrient levels, yields, pathogens, lighting, flavor etc.

Open to All Majors

Tri-State Engineering & Surveying

900 Route 168, Suite I3

Blackwood, NJ 08012-3233

Mark Nerone

856-677-8742

mark@tristatecivil.com

www.tristatecivil.com

Fully In-person

AutoCAD Drafter - Engineering/Surveying Intern

The intern will handle the following:

- Plan and prepare layouts and detailed design drawings from engineering notes, sketches, and/or other drawings, ensuring they meet company and industry standards and codes
- Draft land surveys, land development plans, subdivision plans, concept plans and construction documents
- Research ordinance requirements and regulations related to design
- Work closely with engineers, designers and other drafters to ensure coordination design effort is maintained
- Complete drawing/project responsibilities within scope, budget, and schedule
- Review drawings for completeness and accuracy
- Organize/maintain all revisions of project drawings, plot files and project-related information

STEM-Related Majors

Fraser's Mathematics Solutions, LLC

13 Boyden Street

East Orange, NJ 07017

Jaliyla Fraser

862-297-0094

info@frasersmathematicssolutions.com

<https://fmsolutions.site/>

Social Media Marketing Intern

The intern will handle the following:

- Help design and manage engaging social media content to drive brand awareness and increase the company following
- Create campaigns that align with the company values and increase its brand recognition
- Represent the company through several platforms and engaging with customers, as well as work closely with the internal team members
- Track analytics such as website traffic and click rates, while also researching possible trends in the market so that the company can use data to implement relevant changes

Open to All Majors

Project Manager Intern

The intern will handle the following:

- Responsible for several administrative tasks associated with the completion of a project from start to finish
- Prepare and research materials to assist with ongoing projects, as well as track deliverables for

those projects

- Proofread content for accuracy, help with scheduling, provide support with grant applications, and take the initiative to introduce new ideas to the team
- For special events, will be responsible for gathering photo and video content, which they will edit at a later time in partnership with the social media marketing interns

It is especially important that the intern is able to manage their time effectively across several projects and be flexible in their response to them.

Open to All Majors

NJ Orators, Inc.

120 Finderne Avenue
Bridgewater, NJ 08807
Eloise Samuels
732-259-9139
esamuels20@gmail.com
www.oratorsinc.org

Fully Remote schedule

Web Site Developer

The intern will handle the following:

- Responsible for coding, innovative design and layout of our website
- Use their knowledge of programming languages to code websites and web applications
- Redesign the home page and connect web pages to allow videos
 - The redesign of the layout should allow non-technical personnel to post easy content updates

Responsibilities:

- Communicate with current volunteer and Marketing & Social Media Board Liaison to determine needs and design preferences for the NJ Orators
- Write well-designed, testable, efficient code by using best software development practices
- Create website layout/user interface by using standard HTML/CSS practices

- Integrate data from various back-end services and databases
- Gather and refine specifications and requirements based on technical needs
- Create and maintain software documentation
- Cooperate with current web designer volunteer to match visual design intent

Skills:

- Working knowledge of WordPress
- Proven working experience in web programming and knowledge of Vimeo for video support
- Strong programming skills and in-depth knowledge of modern HTML/CSS
- Familiarity with at least one of the following programming languages: PHP, JavaScript
- A solid understanding of how web applications work including security, session management, and best development practices
- Adequate knowledge of relational database systems, Object Oriented Programming, and web application development
- Hands-on experience with network diagnostics, network analytics tools
- Basic knowledge of Search Engine Optimization process
- Attention to detail and ability to proof and correct web content for formatting, consistency, layout, design, and errors
- Creative problem-solving skills
- Strong organizational skills to juggle multiple tasks within the constraints of timelines.
- Ability to work and thrive in a fast-paced environment, learn rapidly and master new web

techniques

STEM-Related Majors

Merit SI Technologies, dba Merit Controls

46 E. Main Street, Ste. 302

Somerville, NJ 08876

Tonya Torres

9083355848

ttores@meritsi.com

www.meritcontrols.com

Hybrid Work Schedule

Solar PV Intern

This innovative internship position is specially designed for students with an interest in work with innovation and renewable energy. This position supports the Controls and SCADA Teams at Merit Controls.

The intern will handle the following:

- Develop network Single Line Diagrams for control system builds
- Participate in Solar PV Plant Level Commissioning
- Write technical papers for application notes, users guides, and other purposes
- Prepare documentation for control system Factory Acceptance Testing
- Configure screens for SCADA
- Perform quality assurance tasks for SCADA systems
- Performing other duties as needed

Additionally, each intern will have a dedicated summer project assigned to them. While these projects have not yet been finalized, they may include improving system documentation and manuals, supporting system infrastructure and SCADA development, or another project.

Preferred Position Requirements: Experience:

- Knowledge of programming languages C, C++, Java and/or Python
- Knowledge of network communications (Fiber, ethernet, RS485)
- Team player that works well in collaborative situations and start-up environments
- Enthusiasm to take on new and challenging tasks
- Knowledge of AutoCAD Electrical and other AutoCAD software a plus
- Knowledge of National Electric Code (NEC) a plus

Behavioral:

- Strong interpersonal and communication skills
- Ability to self-direct and manage individual projects
- Team player that works well in collaborative situations and start-up environments
- Enthusiasm to take on new and challenging tasks
- Strong interest in renewable energy and its applications
- Strong analytical, quantitative, and interpersonal skills
- Ability to multitask in a fast-paced, collaborative working environment
- Entrepreneurial
- Self-starter
- Sense of humor and social affinity

Physical Demands & Working Conditions:

- Sitting/Standing/Flexibility: Ability to stand and sit for 8 or more hours when in an office environment
- Speech/Reading: Ability to speak, read, and write English proficiently and deliver a variety of instructions furnished in written, verbal, diagram, or schedule form
- Lifting: Ability to lift items weighing up to 25 pounds

- Vision/Hearing: Ability to understand a variety of instructions furnished in written, verbal, diagram, or schedule form
- Safety: Ability to understand and communicate safety precautions when necessary

STEM-Related Majors

Hoffman's Exterminating Co. Inc

532 Bridgeton Pike

Mantua, NJ 08051

Bethann Wheeler

856-468-0183

bwheeler@hoffmanpest.com

www.hoffmanpest.com

Fully In-Person Work Schedule

HR Intern

The intern will handle the following:

- Assist with onboarding and terminations
- File and keep personal records in order
- Write SOP for onboarding
- Assist with reviews and follow up of training schedules

Business and Communications-Related Majors

Computer IT

The intern will handle the following:

- Assist with computer set up of new hires
- help in researching IT issues and working with current company to resolve issues
- Help install and breakdown security systems

STEM-Related Majors

Office Secretary

The intern will handle the following:

- Filing, mailing, researching through current software, providing customer service by answering phones

Open to All Majors

In Our Shoes LLC

6 Sutton Court

Matawan, NJ 07747

Marisa Santoro

917-608-7763

marisa@inrshoes.com

<https://www.InRShoes.com>

Fully Remote Work Schedule

WordPress Developer and Copywriter

The intern will handle the following:

- Write website copy
- Learn WordPress
- Develop web forms for subscriptions, student enrollment, marketing brochures, e-mail correspondence, and blog posts

The ideal intern enjoys writing with a marketing, communications, or MIS background.

AlphaROC

332 Springfield Avenue, Suite 207
Summit, NJ 07901
Vineet Kapur
212-786-2927
vineet@alpharoc.ai
www.alpharoc.ai/

Hybrid Work Schedule

Data Scientist

The intern will handle the following:

- Work with large and unstructured data sets to draw insights
- Work closely with data scientists to understand the data analysis strategies, and construct efficient and scalable algorithms to implement those strategies
- Integrate new production-level software for data analysis into the existing toolset
- Build automated pipelines for developing, testing, and deploying data analytics applications

STEM-Related Majors

Guardian Digital

103 Godwin Ave., Ste #314
Midland Park, NJ 07432
Dave Wreski
201-921-6712
dwreski@guardiandigital.com
<https://guardiandigital.com>

Fully Remote Work Schedule

Guardian Digital is the open-source email security company, and primary sponsors of LinuxSecurity.com, the community's central place for news and information related to open source and security. We're looking for a few good junior admins interested in helping to maintain LinuxSecurity.com and help grow our community. We're in a fast-moving industry with ever-changing challenges. Perfect for a self-starter with business, marketing, and technology interests. Your input will help to directly determine the direction of the projects you're involved with. There really is no limit to the level of involvement you can have with our organization. What you put into this effort will be exactly what you get out of it. We are here to support you and train you and help you learn. This is an all-remote position. Local to the Paramus, NJ area a bonus.

Junior Linux Admin / Social Media Intern

The internship:

- Involves social media efforts, evaluating open-source tools and writing about them, helping to coordinate contributions from the community, and some basic Linux administration on the command-line
- Support our social media, website developers, and system administrators, as well as managing projects of your own

Professionalism and consulting behaviors are essential, as is integrity, hard work, ethics, teamwork, and quality/process aptitude.

Essential Responsibilities:

- Evaluate new Linux and open-source applications for review

- Install and configure them to learn how they work
- Develop new content for Linux security company
- Participate in core team meetings
- Collaborate with subject matter experts to gather the needed info to develop content
- Work with UX team to come up with illustrations for content
- Publish and distribute content through the appropriate channels
- Manage and keep content up to date
- Ability to learn and pick up new tools and technology
- Email application developers to gain information needed to write a review
- Ability to post to social media
- Help with ongoing projects including performance tuning, website development and general system administration

Our ideal candidate:

- Extreme desire to learn
- Self-driven, able to work remotely
- Knowledge of Linux and open source
- Interest in learning about new technologies
- Good written, oral, and interpersonal communication skills

STEM-Related Majors

Technology Concepts Group Intl

150 Maple Ave., #306
 South Plainfield, NJ 07080
 Denise Joyner West
 908-900-0248
 dwest@technologyconcepts.com
www.technologyconcepts.com

Fully Remote Work Schedule

Marketing Coordinator

The intern will handle the following:

- Support marketing campaign planning and execution
- Write copy for social media posts, promotional emails, and other marketing collateral
- Assist in the creation of written, video, and image content for marketing channels
- Participate in marketing brainstorming sessions
- Work with Special Events team to coordinate event logistics, event planning, promotion, and on-site execution including design, set up, and tear down

Business and Communications-Related Majors

Sales Support Order Processing

The intern will handle the following:

- Data entry, customer service, tracking orders, and ensuring the customer gets the proper item
- Work with sales support to prepare accurate quotes for pricing and build estimates for special items

Need basic knowledge of supply chain

Business and Communications-Related Majors

IT Specialist

The intern will handle the following:

- Install and maintain computer systems including software and hardware on desktops and laptops, resolving internet and network access issues (both wired and wireless), providing network printer

- support
- Responsible for overseeing day-to-day operation of two websites and possible rebuild of one site
STEM-Related Majors

Equus Strategy, LLC

70 Petty Road
Cranbury, NJ 08512
Shekhar Somaiya
908-616-3989
shekhar@equusstrategy.com
<https://www.equusstrategy.com/>

Hybrid Work Schedule

Business Development Representative

The intern will handle the following:

- Sourcing & qualifying quality leads for the firm's NetSuite business application practice using various platforms, to do so interacting by phone and email with key personnel up to, and including, C-Level Executives, Uncovering & qualifying prospective customer needs
- Generate appointments by means of proactive outbound prospecting
- Work directly with sales and marketing to discover opportunities from leads
- Be the first contact for prospects of NetSuite business via inbound calls
- Qualifies potential NetSuite prospects via tools like e-mail, LinkedIn, phone, etc., and produces quality leads for the firm
- Performs database and record keeping activities

The ideal candidate will cultivate relationships with prospective clients in order to catalyze business development success. This individual will schedule meetings with clients in order to understand their needs.

Business and Communications-Related Majors

Insmmed

700 US Highway 202/206
Bridgewater, NJ 08807
Olga Mavrianos
732.487.7262
Olga.mavrianos@insmed.com
Insmmed.com

Hybrid Work Schedule

Summer Intern - Quality Engineer

The intern will handle the following:

- Standard Operating Procedures updates to implement efficiency initiatives
- Documentation and execution of activities associated with validation for data integrity 21CFR Part II compliance
- Data trend evaluation
- Supports product lifecycle continuous improvement changes
- Partner with colleagues in other departments to increase the overall effectiveness of the Quality Assurance department.

The intern will need to be:

- Proficient using Excel

Open to All Majors

Summer Intern - Pharma & Analytical Development

The intern will handle the following:

- Lead internal development and optimization of a test method as a new quality control procedure in collaboration with a third-party consumables vendor
- Perform statistical analysis of historical data from physical characteristic measurements and product performance results
- Provide regular updates on project status
- Understand general operations/processes within the Pharmaceutical and Analytical Development group and provide general support for assigned analytical development activities
- Participate in summer intern activities including an end of term company presentation

Open to All Majors

Summer Intern - Information Technology

The intern will handle the following:

- Work with the Insmmed Cybersecurity team to monitor cybersecurity systems at Insmmed
- Work with the Cybersecurity team to develop a standard process for vulnerability scanning
- Work on reporting and documenting the remediation of vulnerabilities
- Assist with the deployment of a new Anti-Virus solution to all Insmmed's PC and servers

Open to All Majors

Summer Intern - Human Resources

The intern will handle the following:

- Build a foundational understanding of real HR challenges and opportunities experienced in a growing, global biotech company
- Work with a strong HR team on initiatives that let you dive into areas such as employee engagement, talent acquisition and strategy, and learning & development
- Work on several ongoing and anticipated projects across the function, developing, and sharing recommendations with HR leadership
- Work with Talent Acquisition to increase our presence on a variety of social media platforms
- Assist in establishing a greater online presence and visibility through various partner websites and activities
- Experience client interactions and how we coach leaders in a performance driven atmosphere
- Partner with Talent Acquisition on diversity, equity, and inclusion partnerships and outreach to help expand our talent pipeline
- Assist with annual development and talent planning, programs focused on building internal bench strength and identifying critical roles
- Participate in recruiting activities including candidate sourcing and screening, recruitment meetings, interviews and learning how to build and maintain a pipeline of existing and potential candidates

Interns will have the ability to:

- Learn more about global HR practices and programs
- Learn what makes team-Insmmed unique – a patient-centric organization, powered by purpose in all of our business activities

Open to All Majors

Summer Intern - Computational Biology

The intern will handle the following:

- Use machine learning methods to model, predict, and design relationships among protein sequence, structure, function, and interactions, learning from both general data as well as protein target-specific data
- Curate suitable datasets and build new protein sequence: function models

- Develop and apply methods to integrate diverse experimental data in closing the loop between design and evaluation in computationally directed evolution of a biotherapeutic target
- Collaborate with computational and experimental colleagues and present data to other InMed team members

Open to All Majors

Summer Intern – Compliance

The intern will handle the following:

- Work across corporate and healthcare compliance areas including compliance training, compliance policies and compliance monitoring and auditing on special projects or ongoing operations as assigned
- Special projects may include creating compliance training based on policies and real-life case-based scenarios
- Support training and administration of HCP Engagement process
- Support the Monitoring & Auditing team on the 2022 plan, including conducting monitoring, analyzing data, summarizing observations, and tracking remediation
- Provide general support for the department as needed
- Work cross- functionally across the organization (marketing, sales, R&D, Medical Affairs) on above-listed activities

Open to All Majors

Summer Intern - Commercial Effectiveness

The intern will handle the following:

- Partner with IT to better understand the current HCP customer master process
- Document business processes, rules, and workflow
- Meet with colleagues within commercial effectiveness to understand customer master needs, including data analysis, reporting tools, targeting, call reporting, and IC
- Meet with colleagues across the organization including marketing, field medical, patient services and compliance to better understand how the customer master impacts their processes
- Capture future requirements and document all findings from customer master discussions across the organization
- Review past performance and establish goals for data quality improvement in the future
- Develop data quality metrics and scorecard by working directly with commercial and IT on key performance indicators
- Work closely with IT and perform root cause analysis on data quality issues and identify data anomalies
- Analyze current customer master business rules and identify gaps based on current business needs
- Craft data governance around decisions and processes associated with the customer master
- Develop education for the organization how to best consume the customer master and utilize the data
- Assist Commercial Effectiveness team on other projects as needed

Open to All Majors

Other

Marketing, Publicity, Video Production

Modat Productions LLC

29 Windermere Rd.
Montclair, NJ 07043
Shana Scott
201-763-6666
shana@modatvideo.com
www.modatvideo.com

Fully In-Person Work Schedule

Business Development Assistant

The intern will handle the following:

- Research web influencers and story ideas, find locations, screen interviews, post social content
- Brainstorm video content
- Help organize videos

Business and Communications-Related Majors

Music "Industry" / Publishing, Education, Recording

Marimba Productions Inc.

1107 11th Avenue
Township of Neptune, NJ 07753
Leigh Howard Stevens
732-774-0011
LHS@MostlyMarimba.com
<https://www.mostlymarimba.com/>

Fully In-Person Work Schedule

Administrative Assistant Intern

The intern will handle the following:

- Work and learn under the direction of full-time employees to convert paper records of contracts, recording licenses, publishing agreements and correspondence to the digital domain
- Learn to use high-end digital scanning software and hardware, including OCR (Optical Character Reading) software and Xerox digital scanners
- Read, digest, confirm all details of print publishing, arrangement and recording licenses to update company records in Excel and Google Docs

Intern will be exposed to a wide variety of music industry career paths

Business and Communications-Related Majors

Music Publishing Production Intern

The intern will handle the following:

- Learn and execute the numerous steps involved in bringing sheet music and instructional books from creation to "print-ready" including layout, design, conversion from music software to Adobe Creative Suite / InDesign PDF status for efficient printing and binding
- If candidate has WordPress skills, the position might also include uploading files and editing content on our website

Arts and Humanities – Related Majors