



# Internship

Program Associate, Care of the Park

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## Internship Overview

Care of the Park powered by Jersey Cares is seeking a highly energetic Intern interested in learning about the nonprofit sector and program development. This is the perfect opportunity for someone with a commitment to improving the lives of others, with a self-starting, proactive attitude and a proven ability to focus and see tasks through to completion. Specifically, you will learn how we plan and execute the programs within Care of the Park, a division of Jersey Cares located in Newark, NJ at Essex County Branch Brook Park. [www.branchbrookpark.org](http://www.branchbrookpark.org)

The individual will work closely with all levels of the administrative team; from the Chief Operating Officer, Program Director, Horticulturist, and Director of Landscape Management. This person will learn about the strategic planning, communication and flawless execution of a program that engages volunteers, highlight their positive impact and raise awareness for this important community work. Specific focus will be placed on your desired professional development. This position provides real learning opportunities and terrific hands-on experience in a fast-paced and results-oriented nonprofit organization.

## Key Learning Objectives

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

- Academic Learning Objectives
  - Learn and understand the methods involved in community engagement programs. Examples are social justice, environmental justice, stewardship programs, workforce development and social determinates of health.
  - Learn and understand the methods involved in researching science-based projects. Examples are the relationships between water and soil management or photosynthesis and its effects on plant life.

- Learn about the grant management cycle.
- Learn how to gather and analyze big data to address community-identified needs.
- Professional Learning Objectives
  - Learn to build your communication skills online, on the phone and in-person through community engagement activities.
  - Develop your public speaking skills through community engagement programs.
  - Build your project management skills from inception to implementation.
  - Develop your potential as a facilitator in group settings.
  - Familiarize yourself with trade groups and associations.
  - Learn about code of ethics.
  - Learn about nonprofit trade periodicals.
  - Learn to build your leadership skills by leading others in service.
- Personal Learning Objectives
  - Determine if working in the nonprofit sector is the right career goal for you.
  - Develop your potential as a facilitator in group settings.
  - Familiarize yourself with trade groups and associations.
  - Learn about code of ethics
  - Learn about nonprofit trade periodicals.

## Intern Responsibilities

- Develop volunteer project plans in stewardship to Essex County Branch Brook Park and revise as appropriate to meet changing needs.
- Analyze and visualize data for the purpose of making informed decisions about our work.
- Support the grants management cycle; prospect, research, write, and impact reporting.
- Develop and implement a community outreach strategy to engage skills-based volunteers.
- You will work with the team to develop, implement, and manage our summer youth employment program known as Park Ambassadors.
- Assist in creating a leadership development curriculum for Park Ambassadors in the spring season.



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- Motivate and empower program participants to learn workforce skills through service in Branch Brook Park in the summer season.
- Lead other community volunteers in Branch Brook Park in caring for the landscape.
- Craft marketing content in the form of videos, photos and writing for social media, community canvassing tools, and professional presentations.
- Advocate for service by writing and editing regular blog posts.
- Our internships are designed to build your skills, tell us what you want to learn.

## About Jersey Cares

Jersey Cares works to meet compelling community needs by encouraging civic engagement. With local service agencies, corporations and civic-minded individuals as our partners, we link volunteers with meaningful service projects to improve and enhance our communities. Jersey Cares is a non-profit, community-based organization established in 1993. We provide individuals, families, and corporate and community groups with a wide variety of volunteer opportunities. Jersey Cares partners with hundreds of nonprofit agencies to provide service projects that range from tutoring children to painting new murals in schools. Jersey Cares is an affiliate of the HandsOn Network, an innovative alliance of volunteer catalysts throughout the world.

## About Care of the Park

We champion a masterwork of landscape architecture, conceived by Frederick Law Olmsted Sr. and designed by the Olmsted Brothers. The centerpiece of the first county park system in America located in the renaissance city of Newark, Essex County Branch Brook Park now enjoys new life. Together with a community of friends, we are refreshing the park's historic design for today's lively use. Our mission...

### Restoring the Park

- To restore a landscape work of art to its highest standards of use and beauty.
- To enroll visionaries who support and sustain this effort.

### Renewing Our Spirit



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- To bring together people of all ages and backgrounds in the ongoing renewal and care of their park.
- To engender pride of place and a sense of ownership in an entire community.

## Requirements

Our internship opportunities are for everyone. Are you a mid-career professional or student seeking to transition into the nonprofit sector, an at-home parent seeking to re-enter the workforce or a senior looking to share their talent? This is the opportunity for you!

- Ability to manage programs to plan and scope.
- A strong commitment to people-oriented solutions to local issues and volunteerism.
- Excellent written and verbal communications skills.
- A strong work ethic.
- Outstanding organizational and time management skills.
- Proficiency in Microsoft Office programs and preferred experience with a cloud-based CRM.
- An ability to think creatively and handle multiple tasks at the same time.
- Some experience writing across social media platforms preferred.

## How to Apply

To apply, please submit a cover letter, resume, and 2-page writing sample to:

Thomas Dougherty

## Via Email

[info@branchbrookpark.org](mailto:info@branchbrookpark.org)

The internship start and end dates are flexible and offered year-round.

**Stipend/Wage - None, this is a learning opportunity for mid-career professionals or internship for academic credit.**