



Jersey Cares External Affairs Internship

Location: Livingston, NJ

Schedule: Opportunities available for **FALL 2022 SEMESTER!!**

- 16 hours per week
- Flexible work schedule
- Flexible length of term with opportunity to extend based on performance
- Minimum term is 2 months

Compensation: Weekly stipend of \$240 and university credit available.

To Apply: Email cover letter and resume to kristenc@jerseycares.org

Are you passionate about advancing volunteerism, learning about our Nonprofit Partners, and improving the lives of others? If you are a team player, interested in learning about a career in the nonprofit sector, and thrive in a fast-paced environment, then this Jersey Cares Internship is for you!

We are seeking energetic individuals to help support the planning and execution of our Corporate Service and Service Events Programs. Reporting to both the Corporate Service and Volunteer Programs teams, the External Affairs Interns will gain valuable workforce experience while creating real change in the community!

Your Role:

- Plan event logistics and staff Corporate Days of Service and help manage donations for collection drives and annual events including:
 - Halloween Costume Drive
 - First Night Kit
 - Animal Shelter Helpers
 - Coat Drive
 - Dr. Martin Luther King Jr. Day of Service
- Build relationships with nonprofits and local community organizations
- Develop marketing content, focusing on social media outlets such as Facebook, Instagram, and Twitter
- Organize pre and post-event project materials

Qualifications include:

- A flexible schedule, including the ability to work early mornings, and late evenings
- Interest in event-planning, experience is preferred
- Proven experience with Microsoft applications, including Word, Excel, and PowerPoint
- Experience with Salesforce and OneDrive is a plus
- Strong written & verbal communication skills and professional demeanor
- Ability to multi-task and a strong attention to detail
- Excellent time management skills and ability to work independently and with a team
- Access to a vehicle for daily use
- Ability to lift 50 lbs.
- Creative & passionate about making a difference!



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About Jersey Cares

Jersey Cares, a nonprofit organization, established in 1993, recruits and engages volunteers in rewarding, effective efforts that address community-identified needs. We collaborate with local nonprofits to identify needs and implement volunteer projects to meet these needs. We provide individuals, families, corporate employees, and community groups with a wide variety of volunteer opportunities that range from tutoring children to painting new murals in schools. To learn more about Jersey Cares, visit <https://www.jerseycares.org>.