



Jersey Cares Corporate Service Internship

Location: Livingston, NJ

Schedule: 20 hours per week / June – December

*Flexible work schedule. Flexible length of term with opportunity to extend based on performance. Minimum term is 2 months.

To Apply: Email cover letter and resume to kristenc@jerseycares.org (no calls please)
Subject line: Jersey Cares Corporate Service Internship

Are you interested in being part of an internship program focused on developing your project management, communication and leadership skills? Are you passionate about volunteerism and improving the lives of others? If you are a team player, self-starter 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 Program. Reporting directly to the Director of External Affairs, Corporate Service Interns will gain valuable project-planning experience and the opportunity to build relationships with nonprofits and local community organizations. Additional opportunities will include:

- Organizing pre and post-event project materials
- Developing marketing content, focusing on social media outlets such as Facebook, Instagram, and Twitter
- Planning event logistics and staffing Corporate Days of Service

Qualifications include:

- A flexible schedule, including the ability to work early mornings, late evenings, and potential weekends
- Interest in event-planning, experience is preferred
- Strong communication skills and professional demeanor
- Ability to multi-task and a strong attention to detail
- Excellent time management skills and ability to work independently
- Proven experience with Microsoft applications, including Word, Excel, and PowerPoint
- Experience with Salesforce and OneDrive is a plus
- Access to a vehicle for daily use

- Ability to lift up to 50 lbs.

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/>

Compensation: This is an unpaid internship with university credit available