BD

Title: Social Investing, Summer Associate

Location: Franklin Lakes

Job Type: Summer Internship

Compensation Type: Hourly

Start Date: 5/23/16

Job Description:

The summer associate will support BD’s Social Investing Department, which is responsible for charitable contributions (cash and product donations and employee volunteer opportunities) for the Company.

Primary Responsibilities:

- Write and edit content for BDOne, the Company’s corporate intranet and bd.com, the Company’s external website.
- Research/write/update one-page reports on BD’s Trusted Partners and their programs for web and newsletter content
- Learn about basic web design while updating the Social Investing intranet site.
- Attend internal meetings and external meetings with nonprofit partners as necessary.
- Assist with project work relating to the BD Helping Build Healthy Communities program, the Volunteer Service Trip program and the Henry P. Becton Volunteer Impact Awards.
- Work with the Social Investing team on projects relating to corporate social responsibility and philanthropy.
- Participate in, and or coordinate and prepare communications for local volunteer opportunities for BD associates.
- Research relevant data and create charts from the information for use in my manager’s presentation to BD’s CEO and other top executives
- Work in Excel to keep track of all expenses incurred by the Social Investing department and BD associates for a three day orientation
- Facilitate the selection process of employee volunteer service trips to expand healthcare capacity in underserved countries
- Analyze business capacity and budgetary needs of different health centers to determine grant winners for BD’s Helping Build Healthy Communities program

Qualifications:

- Rising Sophomore or Junior
- Pursuing a Bachelor's Degree in Business, Finance, Public Affairs or related field

Application Instructions:

Please submit your application through BD’s website at www.bd.com/careers.