Jersey Cares

Title: Programs Department Intern

Location: Livingston, NJ

Job Type: Co-op/Internship

Compensation Type: Stipend  Wage: $250

Start Date: 5/23/2016

Job Description:

Jersey Cares is seeking a highly energetic Programs Intern interested in learning more about the nonprofit sector and program development. The internship will provide the insight needed to learn about planning and execution of our recurring programs. 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. The Intern will work closely with the Programs Department to support the strategic planning, communication and flawless execution of programs that engage volunteers, highlight their positive impact and raise awareness for Jersey Cares, especially the Jersey Cares monthly recurring programs. The Intern will support day-to-day operational aspects of a project and scope. This position provides real responsibility and terrific hands-on experience in a fast-paced and results-oriented non-profit organization.

Primary Responsibilities:

- Project / Program Management
- Creating and executing project work plans and revising as appropriate to meet changing needs
- Ensuring project documents are complete, current, and stored appropriately
- Following up with clients, when necessary, regarding commitments
- Developing and implementing social media strategies for maximum engagement across platforms (ie: Twitter, Facebook, Instagram)
- Writing and editing regular blog posts related to programs and external issues or areas of interest
- Developing and supporting programs in various impact areas (ie: animals, art therapy, aging populations, hunger and homelessness, etc)
- Researching and providing outreach to engage communities in volunteerism
- Coordinating on-site volunteer projects
- Assisting in the creation of media and film to engage visitors to nonprofit website and volunteer portals
Qualifications:

Our Internship opportunities are for everyone. Are you a college student, a mid-career professional seeking to transition into the nonprofit sector, an at-home parent seeking to reenter 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 and preferred skills in creating professional newsletters
- A strong work ethic
- Outstanding organizational and time management skills
- Proficiency in Microsoft Office programs and preferred experience with design software
- An ability to think creatively and handle multiple tasks at the same time
- Some experience writing across social media platforms preferred.

Application Instructions: To apply, please submit a cover letter, resume, and 2 page writing sample to: Lucy Doyle, Programs Manager via Email: HR@jerseycares.org

About the Organization: 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 non-profit agencies to provide service projects that range from tutoring children to painting new murals in schools. Jersey Cares is an affiliate of the Hands on Network, an innovative alliance of volunteer catalysts throughout the world.