Women’s Center for Entrepreneurship

Title: Photography/Videography Intern

Location: Chatham, NJ

Job Type: Co-op/Internship

Compensation Type: Unpaid

Start Date: 1/16/2017 Application Deadline: 1/13/2017

Job Description: This internship is a great introduction to and experience in event photography and videography for a non-profit. The intern will gain exposure to vital classes that discuss business skills, while gaining an inside look at the day-to-day operations of a non-profit and understanding the similarities between a non-profit and a small business.

Primary Responsibilities:

• Provide photo/video coverage for WCEC classes, forums, fundraisers, and other events
• Perform quick turnaround and editing of photos for prompt dissemination on WCEC digital platforms

Qualifications:

• Ability to take initiative, show good judgment, and manage projects from beginning to end
• Ability to multitask in a fast paced environment
• Ability to be on time for events and meet deadlines
• Work effectively both independently and as part of a team
• Ability to communicate professionally over the phone and email
• Flexibility to work select special events and screenings outside regular office hours, when needed
• Provide own equipment

Application Instructions: Please send short cover letter and resume to Nichole Russell at info@wcecnj.org with subject line: Application – Photo/Video Internship.

About the Organization: The WCEC is a non-profit organization that works to increase the percentage of women owned businesses that reach and exceed $1MM. We are an educational organization that provides women access to high-level business advisors, money and resources that promote success.

MISSION:

Promote entrepreneurship to women in New Jersey. Our mission is to provide the tools for women to successfully own, operate and grow their business or grow within the corporate environment. By being the resource for businesses of all sizes, we empower women to invest financially, intellectually and emotionally in their community.