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## **Social Media Intern Paid PT Position with the NJ Chamber of Commerce Foundation**

The NJ Chamber of Commerce Foundation (NJCCF) is seeking one (1) Social Media Intern to work up to 21 flexible hours per week both remotely and in-person. This **paid** position will provide the opportunity to experience the full scope of responsibilities involved in managing a non-profit organization. Under the direction of appropriate NJCCF managers, specific responsibilities for this paid internship will include, but not be limited to ongoing social media work and 2 major projects:

### Recurring responsibilities:

1. Work with Executive Director and off-site social media partner to manage social media postings on LinkedIn, Instagram, Facebook and Twitter (major component of internship)
2. Conduct periodic workforce development research for grant applications and reports (trends, predictions, statistical data)

### Projects:

1. Project and logistics management of Career Development Conference (CDC). The conference takes place at The College of New Jersey in May, but may be held virtually in 2022. Responsibilities include receiving and confirming student registrations and COVID vaccination status, ordering branded awards, printing and organizing program materials, confirming volunteer judges, staging of event equipment and materials, interfacing with venue to secure appropriate number of event rooms and meals, and updating materials for judges.
2. Develop a strategy and calendar for updating the NJCCF website. Work with the NJCCF president to develop a scope of work in order to solicit an independent web developer. Intern would assist in ensuring the project stays on time and on budget and meets milestones.

### Desired qualifications/requirements:

- current student or recent graduate with a major in communications, education/education administration, social work, non-profit administration, business administration/management, philanthropic studies, general studies or human services
- well-organized, strong project management, social media, research, written, verbal, and interpersonal skills
- strong understanding of, and interest in, education and workforce development
- able to work two to three days per week (up to 21 flexible hours weekly). Hours are hybrid--some in-person and some virtual
- knowledge of Canva a plus
- all NJCCF employees and interns must have received the necessary shots to be considered fully vaccinated for COVID-19 – currently either two doses of Pfizer or Moderna, or one dose of Johnson & Johnson

*If your experience doesn't exactly match the qualifications listed but you believe you would shine in this role, we want to hear from you! Please apply and tell us why you're the right person for the job.*

*People who identify as Black & Indigenous people of color, women and femmes, immigrants, LGBTQIA+ individuals, disabled people, neurodivergent people, and formerly incarcerated or systems-impacted people are highly encouraged to apply.*

**To formally apply for this position, send an email to [Donna.Custard@njchamber.com](mailto:Donna.Custard@njchamber.com) explaining why you are a good fit. Resumes are accepted, but not required.**

#### About the NJ Chamber of Commerce Foundation

Join our highly-regarded non-profit to gain experience in a fast-paced work environment that provides program support for youth of great promise across the state.

Established in 1996 by the New Jersey Chamber of Commerce Board of Directors, the New Jersey Chamber of Commerce Foundation is a 501(c)(3) organization that has used the power of the business community as future employers to influence student outcomes for over 25 years. We work with K-12 schools, community-based organizations, institutes of higher education, non-profits, government agencies, county and regional coalitions and other strategic partners to provide engaging, thought-provoking programs that result in young adults of all abilities (ages 12-24) taking education seriously, getting and keeping jobs, and improving employer competitiveness.

The NJCCF offers, upon request, accommodations for candidates with disabilities during the application, interview, and hiring process, such as additional time for hiring exercises, or additional accommodations as required.

If you require accommodations during the application or interview process, please contact Donna Custard: [donna.custard@njchamber.com](mailto:donna.custard@njchamber.com).

#### **Equal Opportunity Employer**

*The NJCCF does not discriminate on the basis of race, color, religion, creed, age, sexual orientation, gender identity or expression, marital status, country of origin, citizenship, ancestry, genetic information, physical or mental disability, military or veteran status, political affiliation, exercising one's right to family care and medical leave, medical condition, including pregnancy, childbirth, breastfeeding and related medical conditions, or any other category protected by local, state, or federal laws. We are not offering US visa sponsorship at this time.*