



DEVELOPMENT INTERN SUMMER 2018

ORGANIZATION OVERVIEW

NJ LEEP is a four-year college access program working with 140+ students from underserved neighborhood in urban New Jersey in our College Bound Program (grades 9-12), over 100 alumni and over 200 parents. We help students to perform at high academic levels by building skills through law-related, mathematic, and other educational programs, developing the habits necessary for lasting success and community leadership, and offering exposure to role models who have achieved academic and professional success. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The Development Intern will work within the umbrella of the Development Department and report to the Development Coordinator. The primary role of the Intern will be to oversee and help implement the summer *week-on-the-job* program for rising high school sophomores. The program runs for six weeks (1 week of training, 5 weeks of program) and requires a commitment of 35 hours per week (usually 7am-3pm) from June 25th to August 3rd. Training will begin the last week of June.

PRIMARY RESPONSIBILITIES

Chaperoning Students:

- As needed, helping students travel back and forth from their *week-on-the-job* placements in NJ and NYC
- Attend and oversee student behavior during field trips, approximately twice per week

Oversee Student Groupings for *Week-on-the-Jobs*:

- Meet students at Seton Hall Law School Monday-Thursday at 7:30am to help organize groups of students for their *week-on-the-job*.
- Call Lyfts/Ubbers for students in morning and afternoon.
- Communicate with students who are late
- Ensure all student groups are complete and dismiss them to travel to their locations
- Communicate with students at the end of the day to ensure all have been dismissed by their hosts and that all traveling back to SHU or their homes
- Troubleshoot issues with Development Director and Development Coordinator

Administration of *Week-on-the-Job* Program:

- Communicate with corporate hosts as needed
- Ensure PATH cards and Metrocards have sufficient funds and add money as needed
- Be a point of contact for students in the event there are student issues

Coordinate Thank You Process for Volunteers:

- Put together gifts and bags for hosts each week and coordinate with students to bring gifts their last day
- Make a spreadsheet of all volunteers from field trips and the *week-on-the-job* program and add to our Raiser's Edge database

- Manage thank you card lists and process and ensure all volunteers are sent a thank you card by the last day of summer program

Other:

- Greet daily guest speaker for *Summer Law Institute* and ensure they get a gift bag and a tour

Compensation: NJ LEEP offers a competitive salary for employees.

Application Instructions:

Interested applicants should submit a resume and cover letter to Claire Dragon at cdragon@njleep.org with the subject line “Development Intern.” Applications received by **April 15th** will receive priority consideration.

Due to the volume of applications, only applicants selected for an interview will receive a response.

NJ LEEP is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage candidates from all groups and communities to apply.