



EXTERNAL ENGAGEMENT INTERN SUMMER 2024

ORGANIZATION OVERVIEW

NJ LEEP is a college access and success program for low-income and first-generation students from the greater Newark area. NJ LEEP currently serves middle school students, high school students, college students, and family members. We help students perform at high academic levels by building skills through law-related and other educational programs, developing the habits necessary for college success and community leadership, and offering exposure to colleges, careers, and role models who have achieved professional success. NJ LEEP's model is challenging and rigorous and prepares NJ LEEP program graduates for success in college. NJ LEEP strives to be a diverse, equitable, and inclusive organization. We are committed to anti-racist principles and are actively engaged in the work of those principles, including staff trainings and creating space for dialogue around race and identity for both staff and students. For more information about our work, please go to www.njleep.org.

POSITION OVERVIEW

The External Engagement Intern will work within the umbrella of the Development Department. The role of the Intern will be to support the operations and logistics of the Week-on-the-Job program as well as external engagement events during the summer program for middle school and high school students.

The program runs for six weeks and requires a commitment of 40 hours per week from June 24th to August 2nd (1 week of training and 5 weeks of programming).

PRIMARY RESPONSIBILITIES

- Support the Development Department in the day-to-day logistics of the Week-on-the-Job program for 10th grade students, including arranging and monitoring student transportation, communicating with offsite students, and attendance and class data management.
- As needed, chaperone students at offsite externship placements.
- As needed, supervise students participating in virtual externship experiences.
- On days when all Week-on-the-Job students are participating in offsite externships, the External Engagement Intern may be asked to support instruction and/or supervision for other grade levels.
- Support the Events & Communications Coordinator in the planning and implementation of various summer programming events.
- Support & supervise non-academic programming as needed

QUALIFICATIONS

- Must be a rising college junior or senior
- Positive, strengths-based communication style
- Strong organization skills and attention to detail
- Must be available on all of the NJ LEEP summer program days without any prior scheduled commitments during the hours of program operation

Compensation: NJ LEEP interns will be paid \$16/hour (\$640/week), paid biweekly.

Application Instructions:

Interested applicants should complete an employment application [online](#) and follow directions in the application for submitting a resume and cover letter. Applications received by **March 18th** 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. NJ LEEP does not discriminate based on race, religion, creed, color, national origin, age, gender, sexual orientation, marital or family status, veteran status or disability.