



OPERATIONS 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 Operations Intern will work within the umbrella of the Operations Department and report to the Operations and Program Manager. The role of the Intern will be to support the operations and logistics of the summer program for middle school and high school students.

The program runs for eight weeks and requires a commitment of 40 hours per week from June 10th to August 2nd (2 weeks of summer prep, 1 week of training, and 5 weeks of programming).

PRIMARY RESPONSIBILITIES

- Create and monitor the daily lunch duty schedule for all staff/interns/TAs
- Support the Student Data Coordinator and the Operations team in collecting and tracking all necessary student permission slips and forms
- Supervise students during arrival, lunch, dismissal, and detention as needed, ensuring that students are adhering to NJ LEEP standards of conduct & student safety policies
- Work with Operations Manager to plan and coordinate Fun Day
- Provide support in the planning and implementation of in-person and virtual events
- Provide additional support to all programming staff, as coordinated by supervisor, on all other duties as assigned
- Assist the Operations team with the printing, gathering, and assembling of summer programming materials
- Support & supervise non-academic programming as needed

QUALIFICATIONS

- 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.