



## SUMMER 2022 INTERNSHIP

We are currently seeking a **summer 2022 intern** to help us with a variety of technical and workforce projects.

NJHSA, The Network, is an international membership association of more than 150 nonprofit Jewish human service agencies in the United States, Canada and Israel. Its members provide a full range of human services for all people, regardless of their religious affiliation, in need of support including healthcare, career, employment, and mental health services, as well as programs for youth, families and seniors, Holocaust survivors, immigrants and refugees, persons with disabilities and caregivers.

The Network strives to be the leading voice for the Jewish human service sector. As the go-to resource for advocacy, best practices, innovation and research, partnerships and collaborations, The Network strengthens agencies so they can better serve their communities.

Read more about our mission, vision and core values at [www.networkjhsa.org](http://www.networkjhsa.org)

### Why It's Great to Work Here:

- We are doing innovative work to support the human service industry across the U.S., Canada, and Israel
- You will learn a lot and develop new skills; and get to teach us a few things too
- We are a small collaborative team that works together closely, even though we are fully remote
- We believe that paying our interns fairly is important, plus we will sign paperwork to get you credit you may need for school
- We will work to create projects that interest you and advance your education

### Key Responsibilities

- Work with the NJHSA team to help us better serve our member agencies, and their clients
- Lead the way on helping us update and modify our databases as we quickly grow, including data entry and refinement
- Help us to find ways to better communicate, via social media and other outlets, with our members
- Think strategically about how we can align our programming in our Center for Innovation & Research to showcase our work, and then help us do it
- Assist with various administrative tasks in our Workforce, Innovation, and Youth Mental Health, Marketing, and Technology departments to keep us moving at a rapid pace

### About You:

- A student enrolled in a post-secondary New Jersey institution of higher learning
- Able to work 15 hours per week for 10 weeks of summer, between June 1<sup>st</sup> and August 31<sup>st</sup>
- Respect for our member agencies and the people they serve
- Willingness to meet the demands of a fast-paced agency that works in a fully remote environment
- An eye for detail and a willingness to help us organize our metrics, data, and programming
- Team player who is excited to grow and learn with us

**Details/Benefits:**

- Reports To: Vice President – Workforce Development Services
- Estimated start date: June
- \$20 per hour

**To Apply:**

Send a resume and cover letter to [HR@networkjhsa.org](mailto:HR@networkjhsa.org)

**Equal Opportunity Employer**

At NJHSA, we are committed to being an inclusive workplace where diversity in all its forms is championed. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. We also consider qualified applicants with criminal histories, consistent with legal requirements. If you require special accommodation, please let us know.

Data shows that women, and other marginalized communities, more frequently do not apply to a job because they don't feel that they meet all of the qualifications listed. Our job descriptions are general overviews, not a mandatory comprehensive list. If you feel passionate about our efforts and believe that you have the skills to contribute to the growth of our organization, we want to hear from you!