



Preschool Advantage Internship Program

Thank you for your interest in the Preschool Advantage Internship Program! Based in Morristown, Preschool Advantage is a nonprofit dedicated to funding preschool tuition for families in the ALICE population of Morris and Somerset Counties. Our internship program offers motivated and compassionate undergraduate students a unique opportunity to gain hands-on experience in the nonprofit sector while contributing directly to our mission. With a small but dedicated staff, we rely on interns not only to learn about the daily operations and impact of a nonprofit organization, but also to play an integral role in supporting our programs and the families we serve. Interns will report to the Director of Communications, Outreach, and Events.

Qualifications

- Current undergraduate student in Marketing, Communications, Nonprofit Management, Family Studies, Psychology, Social Work, or a related field
- Minimum GPA of 3.0 (overall)
- Experience working with children and families preferred

Internship Information

- Interns assist with general office duties, program management and support, social media content, and volunteer activities. They may also be invited to attend board and committee meetings.
- Clerical tasks are part of the experience, but interns will not be assigned work that staff themselves would not do.
- To ensure a meaningful learning experience, interns are expected to commit to the following hours:
 - * Fall & Spring Semesters: 12–15 hours per week
 - * Summer Semester: 15–20 hours per week
- Interns will work within the organization's business hours, Monday through Friday, 9am-5pm.

Intern Responsibilities

Intern responsibilities vary based on organizational needs, but may include:

- Greeting and ensuring the comfort of visitors, providing a welcoming environment
- Assisting program staff with clients and families, including forms, applications, translation, and general support
- Creating and posting engaging content across social media platforms; monitoring

engagement and tracking metrics

- Drafting thank-you and tax receipt letters for donors
- Maintaining office areas (play area, conference table, supply closet, front desk, kitchen, etc.)
- Supporting fundraising and outreach events, representing the organization and engaging with the community
- Assisting with programs, daily operations, data collection, and statistical tracking
- Writing and designing the quarterly newsletter to highlight organizational updates and events
- Providing administrative support for programs and events
- Completing a long-term project tailored to the intern's area of study, skills, and interests

Compensation

- This internship is unpaid
- Available for school credit or noncredit

Other Requirements

- Interns may occasionally be required to participate in activities outside of normal business hours
- Work takes place in an office environment and requires the ability to walk stairs, sit at a desk, use a computer, and perform light physical activity (bending, stooping, reaching, engaging with children)