

INTERN NEEDED IN HOWELL FOR SPRING!

For: Spring 2011 Semester

Deadline: December 3, 2010

Howell Township Municipal Alliance (HTMA) is looking for interns interested in making a difference in the community with an official non-profit organization. HTMA is looking for a pool of applicants for two unpaid positions in Howell Township for the Fall 2010 semester. Starts and ends with *your* schedule within the Monday through Friday 8-5 work week.

Flexible hours and days with opportunity for networking, training, and fulfillment.

Interns may develop a project that incorporates our needs, their interests, and the parameters of their internship.

The purpose of HTMA

HTMA supports prevention of drug and alcohol abuse.

Interns are encouraged to bring their specific skills and interests to HTMA.

We Offer the following opportunities:

Hands-on fundraising and event coordination

Seminars and training on grant writing process and other professional development.

Experience with non-profits organizations on local, state and national level.

Experience with local government departments, policies, and officials.

Significance of administration and impact of clerical experience

Prefer mature students with the following skills:

Available to attend minimum of twelve hours a week.

Knowledgeable with PC, software including Microsoft Package 2003, and navigable in the Internet.

Comfortable speaking to people from various demographics including age, race, gender, and position in community.

Willing/Must to perform the following tasks:

Learn how to use Microsoft Word, Excel, and Outlook 2003 and the internet *if knowledge is not present*.

We seek a person who possess strong communication and organizational skills, who is enthusiastic, dependable, and follow-up without constant supervision.

Learn more about HTMA issues we confront in our work.

Contact info:

rhoffman@twp.howell.nj.us Subject ATTN Doreen: "Internship" (732) 938-4500 Ext 4012

Internship for Telecommuter (Offer winter)

Position #1: Available any semester

Prefer mature students with the following skills:

Available to attend minimum of 8 hours a week

Very Knowledgeable with PC

Very Knowledgeable software including Microsoft Word, Excel, and Outlook 2003

Very Knowledgeable Navigable in the Internet

Work independently

Has previous study or work experience in researching and communicating through the computer

I: Research: Intern will use the internet in order to retrieve various materials in order to define our needs for grants. Many of the resources will carry over into the “response”. All sources should some how link back to preventing drug and alcohol use. Previous sources and examples will be provided.

Collect scholarly articles

Summarize articles for HTMA’s understanding

Post hyperlink on website our official website

Maintain the Research portion of our web site

Performing regular internet searches on events, conference, and legislation,

Training in anything related to drug and alcohol prevention.

I: Response Development: Intern will find and respond to the following areas, pertaining to drug and alcohol prevention, abuse and consequences. Previous sources and examples will be provided.

Search for local news and trends pertaining to areas of interest to HTMA.

Search for state/regional news and trends pertaining to areas of interest to HTMA.

Search for national news and trends pertaining to areas of interest to HTMA.

Search for international news and trends pertaining to areas of interest to HTMA.

Find Discussions and “feeds” online.

Add articles to database and files for future reference.

I: Organizational Technology: Intern will utilize materials (articles, feeds, legislation) in order to carry out communication between HTMA and public. Intern will use their “online voice” in order to connect with various audience in order to promote HTMA via advocating for drug and alcohol prevention.

Develop effective social networking using Facebook, Twitter, MySpace, etc.

Organize media and research-based discussions.

Carry out media and research-based discussions.

Respond through HTMA’s philosophies to letters to the editor, online forums.

Position #2: Administration, Writing, Editing

Prefer mature students with the following skills:

Available to attend minimum of twelve hours a week.

Knowledgeable with PC, software including Microsoft Package 2003, and Internet.

Comfortable speaking to people from various demographics including age, race, gender, and position in community.

Work with small groups of people in a cozy office environment.

Willing/Must to perform the following tasks:

Learn how to use Microsoft Word, Excel, and Outlook 2003 and the internet if knowledge is not present.

We seek a person who possess strong communication and organizational skills, who is enthusiastic, dependable, and follow-up without constant supervision.

Learn more about HTMA issues we confront in our work.

I: Research for Grant Writing

HTMA relies on volunteers and grants in order to service the community. You will be an integral part of that process by actively performing duties pertaining to grants

Review past and present documents collected by staff , volunteers, interns, and self in order to become familiarized in trends.

Catalogue information for “Prevention Press” newsletter and grant proposals.

II: Membership Development

HTMA is a volunteer-driven organization, by DEDR grant-funded employee. Our current membership is 36 and we hope to increase it to 42 members, or 25% by one year’s time.

The aim of membership development is to recruit, involve, and retain volunteers. The intern works with the coordinator of HTMA to achieve these goals, and maintains and improves membership and outreach systems.

Responsibilities may include:

Volunteer coordination via phone, e-mail

Tabling coordination:

Identify and help track public outreach opportunities

Ensure there are volunteers and HTMA materials for each tabling event

IV : Administration

Check and respond to e-mails at least once a week.

Filing and organizing documents, contracts, and articles.

Creating and revising documents in conjunction with other areas of internship.

Learn how to create and revise purchase orders as needed.

Add articles to virtual and physical databases and files for future reference.

Position #3

HTMA Event and Fundraiser Organizer

Spring Semester

Apply for Spring November 1, 2010-December 3, 2010

Deadline: December 3, 2010

Prefer mature students with the following skills:

Available to attend minimum of twelve hours a week

Knowledgeable with PC, Microsoft Word, Excel, and Outlook 2003, Internet

Work in small groups and share cozy atmosphere

Infrequently available Saturdays, approximately once a month

Comfortable speaking to people from various demographics including age, race, gender, and position in community

Has studies or experience with Humanities Field.

Interns will contribute to the success of

16th Annual Golf Outing Fundraiser for the Mayor's Cup.

By inviting police, educators, and concerned citizens we aim to continue advocating for the reduction of drug and alcohol use, especially in youth of Howell Township. Over 100 people participate in the event, which will take place May 7, 2011. Student event organizers will work with the Golf Committee which is comprised of Howell Optimist Club and members of HTMA to plan and begin implementing our fundraising and outreach strategies.

Intern Will:

- Attend monthly meetings for Golf Committee
- Contact local businesses for Ad Journal or Hole Sponsorship
- Contact local corporations based on filed letters Ad Journal or Hole Sponsorship
- Edit invitations as needed
- Contact members of golf outing weekly basis
- Assist in achieving goal of 100 golfers
- Assist in retrieving guests for dinner-only portion
- Confirming entertainment, volunteers, correspondence with sponsor and donators

Internship Position #4:

Fall Semester

For interns who want to be the "face" of the Alliance

Prefer graduate students, returning adults and/or mature undergraduates with the following skills:

- Available to attend minimum of twelve hours a week
- Knowledgeable with PC, Microsoft Word, Excel, and Outlook 2003, and Internet
- Work in small groups and share cozy atmosphere
- Infrequently available Saturdays, approximately once a month
- Comfortable speaking to people from various demographics including age, race, gender, and position in community
- Has studies or experience in Criminal Justice, Law/Justice, Government, or Communications

I: Writing Leadership

- Learn how to prepare and agenda.
- Understanding significance of reporting monthly meeting attendance.
- Record type up minutes in order to facilitate monthly newsletter.
- Compose summary for monthly newsletter afterwards in order to communicate with non-attending members .
- Keep files on publicity, letters written and correspondence.
- Develop informational brochures targeting specific populations.

II: Facing the Public

- Attend regular monthly meetings, run one meeting by the end of your internship.
- Attend Back-to-school nights in September in order to...
- Rebuild relationships with
Juvenile C. committee

PTA/PTO

Library

Sub Committees (Elks, Faith-based organizations ADAPT, etc)

Get permission from principals and/or administration to use billboards in

December for Drunk Driving Awareness Month

Attend county and state level meetings, training, and workshops.

Have involvement so as to network and gather resources

III: Innovation

Revamp or create ideas, programs, causes or bring back old ones (Chalk Art, Family Day, etc).

Involve yourself with community

PTA/PTO

Library

Sub Committees