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Trenton, New Jersey 08608
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Job Title: New Jersey Chamber of Commerce Foundation Payne Scholar

Organization Name: New Jersey Chamber of Commerce Foundation

Location City: Trenton

Location State: New Jersey

Contact Name: Donna Custard

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Job Description:

The New Jersey Chamber of Commerce Foundation (NJCCF) is seeking a superior young professional to become a 'Payne Scholar.' The initiative is named in honor of Bill Payne, a long-time chamber executive who devoted his life to the interaction of business and government. The Payne Scholar will work with the NJCCF team to help fulfill the Foundation's mission to drive current and future members of the workforce to be globally competitive, successful members of society.

The Payne Scholar will have the opportunity to experience the full scope of responsibilities involved in managing a non-profit organization. The NJCCF partners with national non-profits, K-12 schools, community-based organizations, institutes of higher education, NJ-based non-profit organizations, workforce development boards and government agencies, and other strategic stakeholders to prepare young adults of all abilities for the increasingly competitive worlds of college and careers. The work of the NJCCF focuses on drop-out prevention/job placement/post-secondary education placement of at-risk youth; enhancing employment preparation for young adults with disabilities and promoting interest in, and preparation for, STEM careers. Under the direction of appropriate NJCCF managers, specific responsibilities for this position will include, but not be limited to:

- Conducting workforce development research (trends, predictions, statistical data)
- Updating curriculum modules in PowerPoint (color, composition, content)
- Data evaluation and reporting (identifying gaps in information, organization presentation of information)
- Working on special projects as required
- Scheduling meetings
- Social media postings

We seek a current student or recent graduate with a major in education/education administration, social work, non-profit administration, business administration/management, philanthropic studies, communications, general studies or human services.

Candidate needs to have a strong understanding of, and interest in, education and workforce development. He/she must be well-organized, have strong written, verbal, research and interpersonal skills, and be comfortable working with social media. Candidates should be able to work three days per week (21 flexible hours weekly).