

# THE EAST TRENTON COLLABORATIVE

**Intern Title: Community Organizing Intern**

**Site Contact/ Supervisor:** Elena Peeples, ETC Program Director

**Website:** [www.east-trenton.org](http://www.east-trenton.org)

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**About the Organization:** ETC is an initiative of nonprofit organizations, residents and community leaders working to reinvigorate and revitalize the East Trenton neighborhood. We aim to connect neighbors, bring new economic, educational and recreational opportunities, and attract new residents, businesses and investment to the neighborhood. Community Organizing activities in East Trenton are carried out by UrbanPromise Trenton.

## **Collaborative Goals and Programming:**

- Foster resident participation and leadership in identifying and addressing neighborhood issues through organizing campaigns and actions that led to resolution of resident concerns.
- Improve the image and physical conditions of East Trenton through physical improvements, social and community events, and civic action.
- Improve social and health conditions through resident-led business development, entrepreneurial support, recreational and educational programming, and other services delivered through appropriate public and private organizations.

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**Time Commitment:** 10+ hours per week

## **Description of Duties:**

As a Community Organizing Intern, you'll be supporting the work of resident engagement and leadership development. Working with the ETC Community Organizer, you will:

- Help plan and support meetings and events, such as issue-based forums, resident leader meetings, family fun days, block parties, block clean-ups, etc.
- Meet with residents in small groups or one-on-one to discuss issues and support action steps to address issues.
- Assist with data entry, record maintenance, and analysis related to contacts made by the organizing team
- Support communications tasks, such as preparing and distributing newsletters, flyers, email blasts, etc.

## **Intern Interest/ Qualifications:**

We're looking for people who are motivated and driven to develop their career. To be successful in this role, you'll:

- Have a passion for community service and a strong customer service attitude.
- Be curious and independent.
- Have interest in Communications, Urban Policy or Planning, Economic Development, Community Organizing, Social Justice, or related fields.
- Have demonstrated writing skills, ability to translate between English and Spanish is preferred.
- Be experienced with social media platforms and website development, and demonstrate proficiency with Microsoft office.
- Have superb interpersonal communications skills and the ability to establish rapport with diverse groups easily.

**Expected Outcomes/Outputs with Intern Help:** Greater capacity to connect with residents, conduct outreach activities, and form issue-based action committees, increased support for data management tasks and communication tasks.

**Expected Benefits/Outcomes for Intern:** Development of critical thinking skills and a deeper understanding of catalysts for long-term change in communities, more informed on social justice issues impacting low-income communities, development of interpersonal skills and communication skills in relating to people of diverse cultures, backgrounds, and economic circumstances, exposure to event planning and project management

*To apply, please contact the Center for Community Engaged Learning and Research ([celintern@tcnj.edu](mailto:celintern@tcnj.edu)).*