



**Internship Job Title:** Administrative Assistant

**Company Name:** Camp Nejeda Foundation Inc.  
**Street Address:** 910 Saddleback Road  
**City: State: Zip:** Stillwater, NJ 07875  
**Phone:** (973) 383-2611 ext. 227  
**Supervisor's Name:** Bill Vierbuchen  
**Supervisor's Title:** Executive Director  
**Email:** mandy.dudziak@campnejeda.org

**Start Date:** ASAP  
**Approximate End Date:** TBD  
**Hrs/Wk:** 20-40 hours per week (flexible)  
**Wages/Hr:** \$9.00 per hour

**Responsibilities of this internship:**

- Scanning and archiving information that is vitally important to the future of Camp Nejeda
- Responding to phone inquiries with proper phone etiquette
- Working independently and with a team to write grants, proposal submissions, etc.
- Introduction to healthy living, primarily in the areas of nutrition and type one diabetes education

**Qualifications for this internship:**

- Positive attitude and energy
- Office/Clerical experience preferred
- Ability to work well with limited supervision and/or direction
- Must pass a background check