



Internship Job Title: Fund Development Support

Company Name: Girl Scouts of Northern New Jersey
Street Address: 95 Newark Pompton Turnpike
City: State: Zip: Riverdale, N.J. 07457
Phone: 973-248-8200
Supervisor's Name: Jennifer Tanis
Supervisor's Title: Director
Email: jtanis@gsnj.org

Start Date: Flexible
Approximate End Date: Flexible
Hrs/Wk: 3 – 8 hrs
Wages/Hr: This is not a paid internship

Specific skills required for this internship: (one or more of below)

1. Computer
2. Data Entry
3. Application Programming \ Development
4. Writing
5. People Skills

Specific duties the student will learn to perform:

1. Data Entry
2. Write materials and grants
3. Email and Verbal Communication
4. Events