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**Organization:** Founded in 1981, Isles, Inc. is a community development and environmental organization based in Trenton, New Jersey. With a mission to foster self-reliant families and healthy, sustainable communities, Isles develops cost effective, powerful ways to strengthen people and places in challenging urban settings.

### **Our Mission:**

- Train and educate youth through a vocational/academic institute; and train and educate adults through a green job training center.
- Revitalize communities by developing green affordable homes, parks and community agriculture, and by coordinating efforts that improve social service delivery.
- Build wealth by supporting social enterprises, microbusinesses, and other financial building services.
- Stimulate green, healthy living by fostering energy efficiency and promoting a healthy lifestyle.

To learn more about Isles, our mission and goals visit our website [www.isles.org](http://www.isles.org).

### **What it's like to intern for Isles:**

Throughout its 42-year history, Isles has proactively and innovatively anticipated and responded to the changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. Isles' culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 100 employees, plus a corps of volunteers and an engaged Board of Directors. Our interns are a vital part of the team! At Isles...

- Internships provide an opportunity to support the development of a diverse next generation of social entrepreneurs. We are committed to practices of equity in the recruitment, selection, and engagement of individuals.
- Internships are reciprocal relationships; we are committed to the growth and development of our interns alongside the day-to-day needs of our organization. In addition to a work role all interns participate in a weekly lunch and learn and regular peer supervision.
- Interns engage in in-depth, hands-on experiences that reflect the "real work" of Isles.

- Interns are paid for their contributions to our organization.

## **What Internships are available?**

Internships are available during the summer and academic year in all areas of Isles' Work including:

- General Administration
- Communications
- Community Planning and Development
- Research
- Policy and Strategic Partnerships
- Project Management
- Community Engagement

**To apply please visit our internship [website](#).**

## **Communications Intern Responsibilities**

1. **Content Creation:** Create engaging and informative content for various communication channels, including social media, newsletters, and the organization's website. This may involve writing articles, blog posts, and social media updates to promote Isles Inc.'s mission and initiatives.
2. **Social Media Management:** Assist in managing Isles Inc.'s social media accounts by scheduling and posting content, monitoring engagement, and responding to comments and messages. Help develop and implement a social media strategy to increase the organization's online presence.
3. **Graphic Design Support:** Create visually appealing graphics, infographics, and other visual assets to accompany written content and enhance the organization's digital communication efforts. Proficiency in design software like Adobe Creative Suite may be required.
4. **Event Promotion:** Collaborate with the team to promote events and programs hosted by Isles Inc. This includes developing promotional materials, coordinating with local media outlets, and assisting in event logistics.
5. **Market Research:** Conduct research to identify trends, best practices, and potential opportunities for improving Isles Inc.'s communication strategies. Assist in collecting and analyzing data to measure the effectiveness of various communication initiatives and provide recommendations for improvements.

## **Public Policy Intern Responsibilities**

1. **Research and Analysis:** Conduct in-depth research on local and regional public policy issues relevant to Isles Inc.'s mission. Analyze policy proposals, legislation, and government regulations to provide insights and recommendations for the organization.

2. **Policy Advocacy Support:** Assist in the development and implementation of advocacy strategies to advance Isles Inc.'s policy objectives. This may include preparing policy briefs, position papers, and presentations for meetings with policymakers and stakeholders.
3. **Data Collection and Reporting:** Collect, organize, and analyze data related to public policy initiatives and their impact on the community. Prepare reports and summaries of research findings to support evidence-based policy advocacy.
4. **Stakeholder Engagement:** Help coordinate meetings, forums, and events involving policymakers, community leaders, and other stakeholders. Attending meetings and public hearings, take notes, and participate in discussions to represent Isles Inc.'s interests.
5. **Communication and Education:** Collaborate with the communications team to create educational materials, including fact sheets, newsletters, and online content, to inform the public about key policy issues and advocate for policy changes aligned with Isles Inc.'s mission.

### **Community Planning and Development Intern Responsibilities**

1. **Research and Analysis:** Conduct research on community development issues, affordable housing, urban planning, and sustainable development practices. Analyze data and trends to identify opportunities and challenges in the organization's service areas.
2. **Community Outreach and Engagement:** Assist in community outreach efforts by organizing and attending meetings, workshops, and events. Engage with residents and stakeholders to gather input, assess needs, and promote Isles Inc.'s programs and initiatives.
3. **Project Support:** Provide support to ongoing community development projects, including data collection, project management, and administrative tasks. Collaborate with project managers to ensure timely and efficient project implementation.
4. **Grant and Proposal Writing:** Assist in the preparation of grant applications and project proposals. This may involve conducting research, gathering relevant data, and drafting grant narratives to secure funding for community development initiatives.
5. **Data Management and Reporting:** Maintain databases of community development projects and track progress. Prepare reports and presentations to communicate project outcomes, impacts, and progress to internal and external stakeholders.

### **Center for Energy and Environmental Health Services Intern Responsibilities**

1. **Research and Data Collection:** Conduct research on environmental health issues, energy efficiency, and sustainable practices. Collect data on local environmental conditions and their potential health impacts, and assist in maintaining databases for research purposes.
2. **Community Education and Outreach:** Collaborate with the team to develop educational materials and programs related to energy efficiency, environmental health, and sustainable

living. Participate in community outreach efforts to raise awareness about these issues and promote Isles Inc.'s initiatives.

3. **Environmental Assessments:** Assist in conducting environmental assessments in communities to identify potential sources of pollution, health risks, and opportunities for improvement. This may involve conducting site visits, collecting samples, and documenting findings.
4. **Advocacy and Policy Support:** Support efforts to advocate for policies and practices that promote environmental health and energy efficiency. Assist in tracking relevant legislation, attending meetings with policymakers, and contributing to advocacy campaigns.
5. **Event Coordination:** Help plan, and coordinate events and workshops focused on energy efficiency, environmental health, and sustainable practices. Assist in logistics, outreach, and follow-up to ensure the success of these initiatives.