



## Unpaid Internship: External Affairs

### The Role

The External Affairs Intern will help to achieve the long and short term goals of the External Affairs Department through researching opportunities for STEM funding; data analysis, collection, and clean-up; copywriting; organization; and participating in events. The External Affairs Interns will report to the Sr. Director of Individual Giving.

### What You'll Bring

You have a passion for LSC's mission (to inspire the next generation of scientists, engineers and innovators) and a positive, proactive approach to all you do. You are highly motivated, enthusiastic, resourceful and are eager to add value to a team effort and to be involved in the larger LSC community.

### What You'll Do

- Conduct research on donors and prospective supporters
- Assist in the preparation and coordination of appeals, proposals, documents, and cross-channel communications
- Support special projects, special events and donor cultivation efforts
- Analyze data and update donor database

### Deliverables

By the end of the 10 week paid internship, you will:

- Identify 100 strong prospects for individual giving from among the current membership base
- Write and build a calendar plan for digital fundraising appeals for newsletters, social media and emails for the next six-month period.
- Attend and provide support for at least two LSC cultivation events
- Identify 10 strong prospects for foundation giving

### Preferred Qualifications and Experience

- Pursuing an undergraduate degree at a New Jersey college or university
- Enthusiasm and aptitude for learning new systems
- Experience working with clients, customers, or visitors in a customer service setting
- Excellent verbal and written communication skills
- Strong computer acumen and aptitude for database analysis/management
- Interest in nonprofit development/management

## Compensation and Schedule

This is an unpaid part-time internship position. Interns will work 15 hours per week over the course of 10 weeks. Interns must be available a minimum of 2 full days per week (Monday - Friday).

## Work Culture at a Glimpse

LSC prides itself on fostering a culture that enables all employees to experience a sense of pleasure, passion, and purpose while in the workplace. We believe in embracing and driving change, inspiring fun and learning, and creating a positive and family-friendly team spirit. Our differences as individuals (race, gender, age, cultural heritage, physical ability, education, and lifestyle) are an asset and contribute to our ability to drive innovation. Lastly, at the heart of our work culture is the commitment to delivering a “wow factor” through our exceptional customer service to not only our guests but also one another.

## Our Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any point in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ Path train. In addition, all employees have access to an on-site café and a terrace with stunning NYC views.

## Physical Demands

While performing the duties of this job, the External Affairs Intern will operate standard office equipment including computer, phone, copy machine and scanner. The position may require visits to the museum galleries, navigating concrete floors, and public speaking, sometimes in noisy environments.

## Benefits

- 25% discount in LSC gift shop
- 15% discount in the onsite café
- Free onsite parking

## To Apply:

Submit your resume and a cover letter that highlights why you are the best candidate for this role and how this position will help you achieve your goals. **Email: [volunteer@lsc.org](mailto:volunteer@lsc.org)**

*Liberty Science Center is an equal opportunity employer committed to fostering an inclusive and innovative environment with the best employees. We, therefore, provide employment opportunities without regard to age, race, color, ancestry, national origin, religion, disability, sex, gender identity or expression, sexual orientation, military service, marital status, or any other protected status in accordance with applicable law. If there are preparations we can*

*make to help ensure you have a comfortable and positive interview experience, please let us know.*

*LSC actively supports the Americans with Disabilities Act and will consider reasonable accommodations.*