



Corporate Relations Intern

Salary: Unpaid

Reports to: Associate Director of Corporate Relations

Position Overview

Help in achieving the long-term and short-term goals of the Corporate Relations Department by helping to generate leads, performing pre-application research, assisting our stewardship of relationships, helping to plan and run events, and maintaining client communications. This is a perfect opportunity for recent graduates or students between semesters to hone skills and gain experience within a prestigious science museum setting.

About You

You should have an interest in youth education and a passion for working in Liberty Science Center. Being detail-orientated, organized, cordial, and diligent are essential qualities for this position. You should also have excellent verbal skills and maintain a professional appearance as a proper representative for the institution. Familiarity with nonprofit management would be a plus!

Key Responsibilities

- Assist in the research and identification of potential targets for Corporate Membership and Sponsorship appeals.
- Assist in tracking the success of the Corporate Relations efforts by maintaining files and other administrative tasks.
- Assist in tracking of Corporate Membership and Sponsorship benefits, and in reporting on their fulfillment to donors.
- Assist with planning and implementation of special constituent events.
- Formulate and distribute monthly revenue reports and other reports as required.
- Attend internal and external functions to help heighten Liberty Science Center's exposure in the corporate community, and to make personal contacts with employees of current or potential donors.
- Help facilitate communications with internal and external clients.
- Assist in maintaining good communications with other departments, to better research potential targets for Corporate Sponsorship appeals.
- Provide support to other members of the Development team as assigned.
- Other duties and responsibilities as assigned.

Preferred Knowledge, Skills, and Abilities

- **Knowledge:** Be familiar with marketing and development strategies incorporated by museums.
- **Skills** Proficient with Microsoft applications such as word and excel are required; and strong facility in web-based research.
- **Abilities:** Be proficient with organization and prioritization of tasks. Effective communication skills.

Preferred Qualifications and Experience

- Candidates with college courses in marketing, development or not-for-profit management a plus.
- Experience in Development or other similar Program/Customer Service position
- Experience with clerical/office work preferred.

Work Culture at a Glimpse

Schedule

This is a part-time unpaid position. The ideal candidate must be available to work evenings and weekends as special events require.

Travel

This position may require occasional travel in the greater metro region.

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 points 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, a terrace with stunning NYC views, and on-site yoga.

Physical Demands

The ability to lift 30 pounds is required.

Benefits

- 25% discount in LSC gift shop
- 25% discount in on-site cafeteria
- Six free exhibit & theater passes after 100 hours of volunteering
- \$75.00 travel reimbursement once a year
- Volunteer Recognition dinner
- KUDOS rewards program

To apply:

Please visit our website and apply online at: <https://lsc.org/volunteer> After you have submitted your application, please submit a resume and cover letter highlighting why you are a perfect fit for this position to intern@lsc.org.

Liberty Science Center is proud to provide an equal opportunity workplace. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, genetics, gender identity, or veteran status and will not be discriminated against on the basis of such characteristics or any other status protected by the laws or regulations in the location where we operate.

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

