College Internship Packet

Build real-world experience while serving the community.

FORM MWCO-601 | COLLEGE STUDENTS

Men & Women of Character Organization
A 501(c)(3) nonprofit serving Metropolitan Trenton, NJ since 2014
909-220-8589 | mwcorg@mwcorg.org | www.mwcotnj.org

Men & Women of Character Organization (MWCO) is a volunteer-led 501(c)(3) nonprofit serving Metropolitan Trenton, NJ since 2014. We empower youth, strengthen families, support adults, and honor elders through mentorship, leadership development, community outreach, and signature events. Our internship program gives college students hands-on nonprofit experience alongside a team that puts its heart into everything it does.

INTERNSHIP AT A GLANCE

WHO CAN APPLY Currently enrolled college and university students, undergraduate or graduate, and recent graduates.	**TERMS** Spring, summer, and fall placements that follow your school's calendar.
SCHEDULE Hours are flexible and set with your supervisor around your classes. Event roles include some evenings and weekends.	**COMPENSATION** Internships are volunteer-based and unpaid. You receive training, mentorship, a supervisor, and verification of your hours.
SCHOOL CREDIT If your school requires a learning agreement, evaluation, or hours verification, we will work with you and your advisor.	**WHERE** Meetings and events across the Trenton area, plus tasks that can often be completed remotely.

ABOUT OUR WORK

- **Youth programs:** B.O.L.D., G.L.O.W., Y.A.C., Y.E.S., and Gents & Jewels of Character
- **Adult programs:** Men of Integrity & Character, Women of Strength & Character, and The Cool Aunts Club
- **Community and elder support:** Elders of Wisdom, Legacy & Character, Sharing Our Ruby Program, and community outreach
- **Signature events:** Serenity & Slay Health and Beauty Expo™, Queen Fix Your Crown, Hats N Heels Awards Luncheon, and the Rooted & Rising Ball

WHAT INTERNS GAIN

- Hands-on experience in nonprofit operations, events, programs, and fundraising
- Mentorship from experienced leaders and a named supervisor
- Coaching on tools and skills such as Canva, flyer design, QR codes, QuickBooks, AI tools, and leadership development
- Real projects for your resume and portfolio
- Connections with community leaders, healthcare partners, sponsors, and local businesses
- Hours verification and a reference after successful completion

INTERNSHIP OPTIONS

Choose up to two on the registration form

Events & Logistics

Serenity & Slay, Queen Fix Your Crown, Hats N Heels, Gents & Jewels

Help plan and run MWCO's signature events, from the first timeline to the last piece of equipment returned.

TYPICAL TASKS

- Build event timelines and run-of-show documents
- Coordinate venues, vendors, and volunteers
- Make confirmation calls and send reminders
- Staff registration and check-in
- Track equipment and supplies
- Help write After-Action Reports

You will build: project management, vendor communication, and live event operations experience.

Marketing, Social Media & Communications

Brand and storytelling

Tell MWCO's story and help the community find our programs and events.

TYPICAL TASKS

- Design flyers and graphics in Canva
- Plan and schedule social media content
- Draft newsletters and email campaigns
- Update website pages and event listings
- Create QR codes and promotional materials
- Write event recaps and community stories

You will build: a portfolio of real campaigns, flyers, and written pieces.

Photography, Videography & Media

Capture the moments

Document MWCO's events and programs so the community can see the impact.

TYPICAL TASKS

- Photograph and film events and programs
- Edit highlight reels and photo galleries
- Capture testimonials and honoree stories
- Organize the photo and video archive
- Create short social videos
- Support gallery pages on the website

You will build: a media portfolio and experience on a live event team.

Youth & Program Development

B.O.L.D., G.L.O.W., Y.A.C., Y.E.S., Gents & Jewels of Character

Support the mentorship and leadership programs that serve young people in our community.

TYPICAL TASKS

- Assist with youth sessions and activities
- Prepare program materials and handouts
- Track attendance and community service hours
- Help with parent and guardian communication
- Support program surveys and evaluation
- Assist at youth events and service days

You will build: skills in youth development, program design, and program evaluation. Roles with youth may require a background screening.

Nonprofit Administration & Finance

Operations behind the mission

Learn how a nonprofit keeps its records, funds, and meetings in order.

TYPICAL TASKS

- Maintain member and volunteer records
- Prepare donation receipts and acknowledgments
- Support membership and dues tracking
- Help prepare meeting agendas and minutes
- Organize forms and documents
- Assist the Financial Coordinator under supervision

You will build: nonprofit administration skills and familiarity with tools such as Zeffy, Jotform, and spreadsheets.

Partnerships, Sponsorship & Fundraising

Grow our support

Help MWCO build the relationships and resources that make its work possible.

TYPICAL TASKS

- Research sponsor, brand, and community partner prospects
- Draft outreach letters and follow-up emails
- Maintain outreach tracking sheets
- Prepare sponsorship and partnership packets
- Support fundraisers and thank-you stewardship
- Research grant opportunities

You will build: fundraising, business development, and professional communication skills.

Community Outreach & Health Equity

Sharing Our Ruby and community resources

Connect neighbors and families with health information, resources, and support.

TYPICAL TASKS

- Help organize supply and essentials drives
- Build resource lists for families
- Support health and wellness partners at events
- Assist with community surveys and feedback
- Help staff resource tables
- Support holiday and seasonal giving projects

You will build: community engagement and public health outreach experience.

WHAT WE EXPECT

- Be reliable: arrive on time, communicate, and give notice if plans change
- Represent MWCO with respect, integrity, and good character
- Use your official MWCO email for MWCO business once assigned
- Protect the confidentiality of participants, donors, and members
- Handle organization funds only as your supervisor directs; funds never go into personal accounts
- Follow youth safety guidelines; roles with youth may require a background screening
- Log your hours and complete a short evaluation at the end of your term

HOW TO APPLY

1. **Review the options.** Pick up to two internship tracks that fit your goals.
2. **Complete the Internship Registration Form.** It follows this page. Type directly into the fillable version, or print and write.
3. **Send it in.** Email the form, your resume, and a short note about your goals to mwcorg@mwcorg.org.
4. **Interview.** A member of our team will contact you to talk about fit, schedule, and school requirements.
5. **Onboard.** You will be matched with a supervisor, complete orientation, and set your goals and schedule.
6. **Wrap up.** At the end of your term, we complete your evaluation and verify your hours.

Questions? Call 909-220-8589 or email mwcorg@mwcorg.org.

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FORM MWCO-601 | COLLEGE STUDENTS | CONTINUED

INTERNSHIP REGISTRATION FORM

Complete this form and email it to **mwcorg@mwcorg.org** with your resume and a short note about your goals. Questions? Call 909-220-8589.

1. STUDENT INFORMATION

FULL NAME (AS ON ID) | PREFERRED NAME | PHONE | 18 OR OLDER? (Y/N)

EMAIL | STREET ADDRESS

CITY / TOWN | STATE | ZIP | BEST WAY TO REACH YOU

2. SCHOOL INFORMATION

COLLEGE OR UNIVERSITY | MAJOR OR FIELD OF STUDY | EXPECTED GRADUATION

CLASS YEAR

☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior ☐ Graduate student ☐ Recent graduate

SCHOOL CREDIT

☐ I need this internship for school credit ☐ I do not need credit ☐ Not sure yet

ADVISOR OR INTERNSHIP COORDINATOR | EMAIL | PHONE | HOURS OR CREDITS NEEDED

3. INTERNSHIP OPTIONS

Choose up to two

INTERNSHIP TRACK	1ST CHOICE	2ND CHOICE
Events & Logistics	☐	☐
Marketing, Social Media & Communications	☐	☐
Photography, Videography & Media	☐	☐
Youth & Program Development	☐	☐
Nonprofit Administration & Finance	☐	☐
Partnerships, Sponsorship & Fundraising	☐	☐
Community Outreach & Health Equity	☐	☐

4. AVAILABILITY

TERM

☐ Spring ☐ Summer ☐ Fall

YEAR | DESIRED START DATE | DESIRED END DATE | HOURS PER WEEK YOU CAN OFFER

DAYS AND TIMES YOU ARE USUALLY AVAILABLE

☐ Weekday daytime ☐ Weekday evenings ☐ Saturdays ☐ Sundays

☐ I have reliable transportation to events and meetings ☐ I can attend some evening and weekend events

5. SKILLS & EXPERIENCE

CHECK ALL THAT APPLY

- ☐ Canva or design
- ☐ Social media
- ☐ Photo or video
- ☐ Office or Google apps
- ☐ Writing and editing
- ☐ Excel or data entry
- ☐ QuickBooks or accounting
- ☐ Event planning
- ☐ Public speaking
- ☐ Mentoring or tutoring
- ☐ Research
- ☐ Other languages

WHY DO YOU WANT TO INTERN WITH MWCO?

WHAT DO YOU HOPE TO LEARN OR ACCOMPLISH?

RELEVANT WORK, VOLUNTEER, OR LEADERSHIP EXPERIENCE

6. REFERENCES & EMERGENCY CONTACT

REFERENCE NAME	RELATIONSHIP (PROFESSOR, EMPLOYER, ETC.)	PHONE OR EMAIL

EMERGENCY CONTACT | RELATIONSHIP | PHONE

7. AGREEMENT

- ☐ The information I provided is true to the best of my knowledge.
- ☐ I will communicate with my supervisor, keep my agreed schedule, and give notice as early as possible if I cannot attend.
- ☐ I will represent MWCO with respect, integrity, and good character; use my official MWCO email for MWCO business once assigned; and keep participant, donor, and member information confidential.
- ☐ I understand that interns who work directly with youth may be asked to complete a background screening before serving.
- ☐ Optional: I give MWCO permission to use photos or video of me from its events in print, web, and social media.

PRINTED NAME | SIGNATURE (TYPE YOUR NAME OR SIGN) | DATE

FOR MWCO USE ONLY

DATE RECEIVED | RECEIVED BY | INTERVIEW DATE | TRACK ASSIGNED | SUPERVISOR | START DATE

☐ Resume received ☐ Interviewed ☐ References checked ☐ Accepted ☐ Waitlisted ☐ Not this term