

Neighborhood Improvement
Association (NIA)
Bonner Internship Program

Lauren Wasserman

Lauren's Service History

- I am currently a Bonner Community Scholar studying Political Science and Sociology at The College of New Jersey.
- I began serving at the Academic Sports Academy (ASA) which I continued for two years before being switched to Boys and Girls Club for the following year.
- Throughout my Bonner experience, I have served at a variety of other sites including Meals on Wheels, Rescue Mission, Fernbrook Farm, TCNJ Campus Garden, and TASK.
- I began serving with NIA my sophomore year of college through Community Engaged Learning (CEL).
- For my senior internship, I chose to work with NIA on their various projects and initiatives and I am now serving on their Board as the Business Administrator.

About NIA

- Ms. Octavia Sutphin, the founder, and president of NIA, lived in the city for most of her life. “NIA was formed in 2003 to empower community residents through the stimulation of economic growth. The City of Trenton communities were, and remain today, as communities of despair, overwhelmed with a chronic unemployment rate.”
- The mission statement of NIA is “Changing Lives By: Opening Doors and Building Communities”. NIA is a 501(c)(3) Non-Profit Organization that believes in empowering and supporting the residents of Trenton.
- Our current projects are the City of Trenton’s Redevelopment Project, Illegal Dumping Campaign, and Comprehensive Community Violence Prevention Strategy (CCVPS). They are all working towards uplifting the communities and preventing violence and blight. CCVPS is our newest project and is still in its beginning phases.
- NIA is dedicated to working with the community and looks forward to continuing this mission for years to come.

Forging the Connection with NIA

- As NIA's intern, I was able to assist with their various projects and initiatives and had the opportunity to serve on their Board as the Business Administrator.
- Working with NIA provided me with incomparable and educational experiences. I wanted to grant the same opportunities to my fellow Bonners whom I knew would cherish and appreciate those experiences as much as I do.
- I created two concrete internship positions for upperclassmen to take within NIA: the Administrative Intern and the Communications Intern. Both positions have set responsibilities, but they can also be molded to the individual and their interests and skillsets.
- Both positions have the same requirements:
 - Can apply after being in Bonner for 2 years (4 semesters)
 - Must be in good standing with the Bonner Program
 - Ability to serve at least 3-5 hours each week, but more is always welcome
 - Once a week, attend a 1-hour NIA Meeting with all of the team
 - Once a week, attend a 30-minute 1-on-1 meeting with your supervisor

Communications Intern

- **Qualifications**

- Current Bonner Community Scholar
- Knowledge of social media platforms
- Knowledge of Google Applications, Microsoft Applications, Graphic Design Program (i.e. Canva), and Video Conferencing Platforms
- Excellent written and verbal communication skills, timeliness, and dependability
- Basic researching abilities
- Ability to stay organized, manage time, and willing to take initiative
- Presentation and public speaking skills
- Positively contributes to the team, is willing to critically think, and participating in thoughtful, meaningful discussions with other members
- Creative and willing to share new and innovative ideas

- **Responsibilities**

- Take detailed minutes at every meeting
- Assist in running the NIA social media and create content/informational posts
- Design flyers, graphics, e-vites, information material, and any other marketing materials
- Aid in organizing community meetings
- Monitor and respond for the NIA email account in a professional manner
- Aid in writing general information for NIA
- Assist in other NIA related tasks

Administrative Intern

- **Qualifications**

- Current Bonner Community Scholar
- Knowledge of Google Applications, Microsoft Applications, and Video Conferencing Platforms
- Excellent written and verbal communication skills, timeliness, and dependability
- Strong researching abilities
- Ability to stay organized, manage time, and willing to take initiative
- Presentation and public speaking skills
- Positively contributes to the team, is willing to critically think, and participating in thoughtful, meaningful discussions with other members
- Creative and willing to share new and innovative ideas

- **Responsibilities**

- Assist in research grants, policies, data/statistics, and related information
- Aid in writing reports and compiling research
- Update the NIA webpage when needed
- Create and update the Illegal Dumping Campaign Calendar
- Add photos to the gallery
- Organize and update resources to ensure the information is relevant
- Aid in organizing community meetings
- Assist in other NIA related tasks

NIA Intern Application

- All applications must be submitted by May 30th, 2021 to be considered for the position. Please send an email to Lauren Wasserman at NIAofTrentonNJ@gmail.com with answers to the following questions. Each response should be between 200-300 words.
1. Please describe your relationship with Trenton thus far in your Bonner career. How have the connections you made impact you and your growth?
 2. What qualities do you possess that will be beneficial to NIA and our initiatives? And how will they improve our team?
 3. Why do you want to be NIA's (Communicative Intern/Administrative Intern) and what makes you the best fit for the role? What do you hope to gain from the position?
- Contact:
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