



POSITION DESCRIPTION

POSITION TITLE	Operations and Research Intern
CLASSIFICATION	Nonexempt
EMPLOYMENT STATUS	Part-Time/Temporary
SALARY	\$16.00 per hour

ABOUT SEEDS

SEEDS – Access Changes Everything (founded in 1992 as NJ SEEDS) is a privately funded, nonprofit organization. We change the lives of motivated, high-achieving students from households with limited means by transforming their educational opportunities.

SEEDS' programs include advanced academic classes, cultural enrichment opportunities, and leadership training to prepare students for placement at exceptional educational institutions where they can realize their full potential. We encourage our alumni to be leaders who give back to the community. With more than 200 students per year and more than 3,400 graduates, every member of SEEDS' 25-person main office staff and 75-person site staff understands how their work contributes to students' success every day.

POSITION OBJECTIVES

SEEDS is seeking a motivated and detail-oriented Operations and Research Intern to support our Programs, Admissions & Placement, and Development teams during summer 2026. This internship offers hands-on experience in nonprofit operations, data analysis, donor research, and program coordination. The ideal candidate will gain practical skills and hands-on experience in the areas of research, event planning and administration, donor database operations, and cross-functional collaboration while contributing meaningfully to the SEEDS mission.

Duties and Responsibilities:

Programs Team (~7 hours/week)

- Coordinate collection and organization of program release forms and documentation for Guidance transition
- Gather and analyze senior student outcomes data to inform program improvements
- Support graduation event planning, including outreach coordination and logistics
- Collect, organize, and enter student matriculation data into database systems
- Research and compile scholarship opportunities, summer programs, and internships for student Opportunities Manual
- Support Virtual Symposium planning, including research, logistics coordination, and materials preparation

- Assist with administrative tasks to support smooth program operations

Admissions & Placement Team (~6 hours/week)

- Conduct comprehensive data analysis project: Analyze Early Decision I vs. Early Decision II acceptance rates across 100+ colleges over a 10-year period; identify trends and prepare findings presentation
- Update school contacts spreadsheet for import into ACE system

Development Team (~7 hours/week)

- Research prospective individual donors using iWave software and compile detailed donor profiles
- Conduct research on institutional funding opportunities (foundations, corporate giving programs)
- Reconcile fundraising database entries to ensure data accuracy and completeness
- Provide on-site support for fundraising events (Golf and Short Game), including registration, attendee communications, and day-of logistics (as scheduled)

Qualifications

- SEEDS Alumni: currently enrolled in (or recent graduate of) an undergraduate institution.
- Excellent attention to detail and organizational skills
- Ability to work independently and manage time effectively across multiple projects
- Strong written and verbal communication skills
- Experience with data analysis, and strong Excel skills
- Previous experience in nonprofit, education, or fundraising environments

Technical Skills

- Familiarity with CRM databases (Salesforce, Raiser's Edge, etc.), preferred

WORKING CONDITIONS

- 20 hours per week
- 10 weeks (June – mid Aug)
- Hybrid schedule: minimum three days per week in the Newark office (including Mondays and Wednesdays)
- Occasional work on weekends and evenings
- A valid driver's license and use of personal vehicle (partially reimbursed)

COMPENSATION & BENEFITS

- The salary for this position is \$16.00 per hour

TO APPLY

Send resume and cover letter to jobs@seedsaccess.org. Please include “**Operations and Research Intern**” in subject line of email.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.