



## Volunteer/Intern Job Description and Interest Areas

### OVERVIEW

The job responsibilities for volunteers and/or interns can be customized based on experience and committed hours/time frame. These positions are unpaid or can be for volunteer hours or school credit.

**Interns/Ongoing Volunteers** can be on a regular schedule, seasonal or on a particular project. College students and retirees encouraged. Strong high school candidates also considered.

**Event Volunteers** commit to help with an event. Pre-event and event day opportunities available. Perfect for individuals, families, school/community groups.

### POTENTIAL RESPONSIBILITIES

#### Category Analysis or Research or Administrative Support

- Select and monitor “best in class” downtown management corporations for news, social media, websites and newsletters throughout the US and within New Jersey
- Prepare monthly summary (or immediate update) of key points of interest to the team
- Help manage database of merchants and their contact information

#### Photography

- Portraits and candids of merchants and shoppers, indoor/outdoor pictures around town, at special events for use in print brochures, website or social media
- Must be comfortable securing permissions for photo use

**Writing/Design:** Assist with press releases and other communications pieces

**Videography/Editing:** Film/edit short videos for use on website/social media

**Events:** Planning, organizing, preparing materials and/or day of assistance

### TO APPLY

Please fill out this quick [Google Form](#) to let us know your areas of interest!

### ABOUT US

The purpose of a Special Improvement District (SID) is to promote, grow and support local businesses, property owners, residents and visitors. Millburn Township’s SID ordinance designated a new District Management Corporation (DMC) whose mission is to encourage the economic, cultural and social vitality of Millburn Township through increased marketing and visibility, improved and renewed infrastructure and local business development and engagement. Explore Millburn-Short Hills is the public name of this DMC.