



Job Title: Inlet CDC Summer Live / Work/ Learn Internship  
Department: Worthington Atlantic City Campus  
Reports to: Director, WACC and Community Outreach  
Hourly Rate: \$16 per hour up to 24 hours per week  
Date: May 14, 2025 (start)

**Duties and Responsibilities:**

- Provides administrative and outreach support for the Inlet Community Development Corporation (CDC)
- Assists with Inlet CDC communications including flyer distribution, call campaigns, email correspondence
- Shadow and assist Inlet CDC Project Lead in the execution of various projects, including but not limited to: parks development, art mural installations, streetscape and beautification projects, and real estate façade improvement projects
- Shadow and assist Inlet CDC Ambassador in the execution of community related events and marketing
- Coordinates and assists with community-related events and activities including, but not limited to event promotion, preparation, set-up, and breakdown
- In collaboration with the City of Atlantic City, assist Inlet CDC Ambassador and Project lead by providing on-the-ground support with reporting home deficiencies
- Serves as a liaison for internal and external stakeholders
- Processes purchase orders and work orders
- Contribute to brainstorm meetings attributed to economic and community development
- Performs related duties as assigned

**Education / Qualifications :**

- High School diploma or GED Equivalent
- Must be pursuing an academic degree. Related studies: Economic Development, Community Development, Land Use / Development, Social work, Engineering, Economics, Business Administration and Management
- Maintain a 2.5 GPA or higher per semester

**Experience:**

- Experience working in nonprofit or community services
- Experience working special events
- Experience working in education, program development or community outreach preferred



**Competencies and Skills:**

- Strong interpersonal, organizational, and communication skills
- Superb customer service skills
- Ability to work independently and make sound decisions
- Ability to prioritize, multi-task, and reliably meet project deadlines
- Knowledge and demonstrated use of social media and networking platforms
- Strong computer literacy including Microsoft Office products
- Knowledge of the Inlet Community or City of Atlantic City preferred

**Physical Requirements:**

- Ability to work prolonged periods of time standing and walking
- Must be able to lift up to 15 pounds

**Terms of Employment:**

- Valid NJ driver's license
- Access to reliable transportation
- This position may require flexible scheduling to include evenings and weekends and duties at any Atlantic Cape campus and community events.