

RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization Atlantic County Democratic Committee

Internship Coordinator Michael Suleiman Coordinator's Phone / Email SuleimanMH@gmail.com 609-513-1951

Location of Main Office TBD (campaign office not yet open) # of Summer 2024 Interns Accepted No limit

Where will the internship be done?

In the main office Remotely (student works from home) Combo At-home & In-Office

Dates / Length of Summer 2024 Internship TBD with each applicant Required Hours/Week TBD with each applicant

Is there some type of salary or stipend? No If so, how much? n/a

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Please email a resume and a cover letter/email to info@atlanticdemocrats.com.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Work includes, but not limited to: managing website and social media accounts for candidates and/or county/local Democratic clubs; organizing events, canvasses, and phone banks; assisting state, county, and local candidates with scheduling; drafting press releases, and general campaign-related activities; and pulling voter lists through our voter file software. Attending meetings will also be important so that applicants can see real-world politics and campaigning in action.

Will there be opportunities for the intern to observe:

Internal strategy sessions? Legislative sessions? Committee hearings?

Is the intern expected to work evenings and weekends? If so, please explain. Meetings and events are typically on weekday evenings and on weekends but ACDC will accommodate interns so that they are still involved in the process. Remote work can be done anytime. Some meetings are virtual.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

We are looking for self-motivated applicants who are eager for real-world experience of how political parties and campaigns operate. As interfacing with candidates, party members, and voters is of utmost importance, applicants

should be outgoing and personable. ACDC will tailor the internship for each applicant so that it works with one's schedule while at the same time providing valuable experience and skills.