



**Rowan Institute for Public Policy & Citizenship**  
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## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Garden State Initiative

Internship Coordinator Audrey Lane Coordinator’s Phone / Email (443) 803-8827 alane@gardenstateinitiative.org

Location of Main Office Morristown # of Summer 2024 Interns Accepted 3-5 depending on pool of applicants

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 8 weeks: June- July Required Hours/Week 15-20

Is there some type of salary or stipend? no If so, how much? \_\_\_\_\_

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

Submission of cover letter and resume by March 15, followed by a zoom interview. Intern selections will be made by April 12<sup>th</sup>

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: GSI Interns will immediately work on policy evaluation and solutions. Our interns will identify key issues facing the state of New Jersey and analyze case studies and make recommendations for advocacy. Our interns work independently and as a group to research specific issues, consider solutions used in other states, find supporting data, and propose policy remedies. Our interns write op-eds and blogs, work on social media posts and ultimately prepare a policy recommendation to present (either in-person or virtually) to one or more state legislators. Interns will also be expected to assist with other day-to-day tasks.

Will there be opportunities for the intern to observe:

Internal strategy sessions?  Legislative sessions? possibly Committee hearings? Possibly (either virtually or in person)

Is the intern expected to work evenings and weekends? If so, please explain.

N/A

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

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