



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 Elizabeth Destination Marketing Organization

Internship Coordinator Jennifer Costa Coordinator’s Phone / Email 908-220-9643/ jcosta@goelizabethnj.com

Location of Main Office 50 Union St., Elizabeth, NJ 07202 # of Summer 2024 Interns Accepted 2-3

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 Flexible Required Hours/Week Flexible

Is there some type of salary or stipend? College Credit/Expenses paid If so, how much? _____

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

Send your resume to jcosta@goelizabethnj.com by April 1st, 2024. We’re accepting interns for Spring and they can send their resume at any time. After the Executive Director has reviewed the resume, she will contact the intern and schedule an interview.

Intern work areas: Clerical _YES_ Research YES Errands YES Organizing YES

Please explain the work that will be required of the intern: Assistant to the Executive Director, helping with administrative tasks, take documents to City Hall, attending events with elected officials, attending board meetings and helping with the set up and all the logistics.

Will there be opportunities for the intern to observe:

Internal strategy sessions? _NO_ Legislative sessions? NO, but opportunity to attend the Legislative breakfast on June
 Committee hearings? NO, but attending Board Meetings

Is the intern expected to work evenings and weekends? If so, please explain. _Yes, for some evening events, and some weekends for activations. However, it is not all weekends, only when we have events.

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

No. _____

