

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization: Jersey 1st (conservative GOP policy and grass roots advocacy)

Internship Coordinator: Zachary Dora Coordinator's Phone / Email: (201) 783-7444 / Zach@jersey1st.org

Location of Main Office: 10 lanidex plaza w, Parsippany, NJ 07054 # of Summer 2024 Interns Accepted 5

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 May 30th to August 8th Required Hours/Week 12-15 hrs

Is there some type of salary or stipend? n/a If so, how much?
n/a

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

Please See attached Job Description

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Please see the attached job description

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. We host events and attend fundraisers and meetings that may be in the evenings. Our interns will play a role in organizing and attending events to engage with communities.

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

When applying please fill out our application on our website Jersey1st.org



Policy, Communications, and or Research Intern

New Jersey, United States (On-site and remote)

About the job

Jersey 1st is seeking highly motivated high school, college, and graduate students with an interest in government and public policy to participate in its Summer 2024 Internship Program. Interns will work on projects covering state, local, and federal policies. The internship will span over 10 weeks of the Summer Semester starting May 30th and ending August 8th.

Responsibilities:

- Monitor state legislative actions, bills, and policy discussions
- Research and collect data
- Draft, distribute and pitch news releases, media alerts, and other stories
- Support research, and strategic approach projects
- Assist with policy analysis, writing, and editing reports and other projects, as relevant to Jersey 1st policy issues.
- Design social media graphics and support communications/outreach strategy
- Collaborate with staff on new ideas, directions, and venues for the organization
- Attend events, including fundraisers, and support Jersey 1st's relationships with local organizations and leaders

This is an unpaid internship, available for school credit or volunteer hours. Interns will also get to participate in resume and interview workshops, as well as interact with local and state leaders in guest speaker sessions as well as direct discussions. The ideal candidates possess the following:

Skills/Qualities:

- MUST EITHER LIVE OR GO TO SCHOOL IN NEW JERSEY
- Strong interest in and knowledge of local and/or federal politics and policymaking
- Proficiency in Microsoft Office
- Proficiency in GSuite
- Excellent written and oral skills
- Organized, self-motivated, and detail-oriented
- Freshman, Sophomore, Junior or Senior in college

Location:

All operations and activities are conducted in person at our office in Parsippany, NJ. Virtual and in-person opportunities are available.