

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization New Jersey Legislative District 3 - Burzichelli, Simmons, and Bailey

Internship Coordinator Daniele Spence Coordinator's Phone / Email dspence@njleg.org

Location of Main Office 711 N. Main St. Glassboro, NJ 08028 # of Summer 2024 Interns Accepted 2-4

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-August 2024 Required Hours/Week 20-40

Is there some type of salary or stipend?  Yes    If so, how much? \$20/hr

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*  
Candidates will be asked to submit a resume and brief cover letter to dspence@njleg.org. A job description is attached with  
additional details.

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: Interns will be asked to provide administrative assistance and support the functioning of a state legislative office, including casework management, data entry, and event tracking staffing

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. Interns will mostly work standard business hours, but some weekend/evening work

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

Applicants should submit both their resume and brief cover letter. We want to hire students who are interested in working in politics/public service after graduation and are excited to learn about the inner working of a legislative office. "Why I want to intern with State Senator/Assemblyperson" is the main topic applicants should highlight in their cover letter.



## Summer Legislative Intern

The office of Senator John Burzichelli, Assemblywoman Heather Simmons, and Assemblyman David Bailey, Jr. is seeking full-time Summer Legislative Interns. Interns will report directly to the Chief of Staff, and will help facilitate all aspects of the day-to-day operation of the 3rd Legislative District office. **This is a full or part time, in person role and will be based within the district. Ties to the 3rd Legislative District are a plus but NOT required.**

### Responsibilities

- Providing administrative support to full-time staff, including maintenance of documents and spreadsheets, data entry, compiling contact databases, calendar updates, and other administrative tasks as needed
- Managing constituent phone calls and casework intake. Communicating with government agencies and liaisons on constituents' behalf
- Community event tracking
- Event staffing
- Assisting with research on legislative topics and policy positions, and answering constituents' legislative inquiries
- Other duties as needed. Candidates with particular interest in communications, graphic design, and social media management are encouraged to highlight their skills in their application.

### Qualifications

- Full-time college student or recent graduate
- Strong verbal and written communication skills
- Self-starter with great time management and organizational skills
- Passionate about politics and committed to public service
- Enjoys working with in a collaborative, supportive team environment
- Previous campaign or legislative experience is a plus but not required

**Compensation: This is a paid internship (\$15.33/hr).**

**To apply, send your resume to [dspence@njleg.org](mailto:dspence@njleg.org). Please include a short cover letter describing why you are interested in working in politics and interning with our office.**

**Our office recognizes that our success requires us to be a place where a diverse mix of talented people want to come and do their best work. We are focused on building a staff that is diverse in race, gender and gender expression, sexual orientation, religion, ethnicity, and national origin. Candidates of color, women, LGBTQI, and more are encouraged to apply.**