



# Rowan University

Rowan Institute for Public Policy & Citizenship

College of Humanities & Social Sciences

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## RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Monmouth County Democrats

Internship Coordinator Nic Lannozzi Coordinator's Phone / Email nic@monmouthdems.org

Location of Main Office 766 Shrewsbury Ave, Unit 302 # of Summer 2024 Interns Accepted 10

Tinton Falls NJ 07724

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 Required Hours/Week 10

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)

please apply via our website monmouthcountydemocrats.com  
email nic@monmouthdems.org

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: voter data analysis,  
door knocking / phone banking, graphic design, events

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. Evening + weekend  
opportunities available

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

If you are from Monmouth County, please share with us  
your issues of priority that directly affect you as  
a resident!



Our organization connects with Democrats locally, as our base is the building block for our turnout and community outreach. At MCD, we operate on the ground-work with voter communication, manage our social media and comms strategy, coordinate campaigns from local to federal, and work to enhance the skills of our interns.

### Internship Tasks

#### Field

- **Phone Banking** is a form of voter outreach. Interns call voters with the objective identifying which voters support us, would be interested in volunteering with us, and educating supporters on how and where to vote.
- **Canvassing** is essential to voter outreach. Interns will be asked to conduct outreach into the community and knock on voters doors with the objective identifying which voters support us, would be interested in volunteering with us, and educating supporters on how and where to vote.
- **Data Entry** is an essential part of our finance and field departments. Interns will be educated on software(s) in order to upload data specific to the department.

#### Communications

- **Communications and Social Media** allow us to reach voters digitally and via the press. Interns may do various things such as: read local news outlets and summarize reporting, monitor social media interactions, assist in writing posts, and assist in opposition research. This also includes graphic design via Canva to boost engagement on social media with a content calendar.

#### Miscellaneous

- **Event Staffing** is assisting our staff host events throughout Monmouth County. Intern tasks include: setting up, running check-in, assisting staff during events, and breaking down.
- **Office Tasks** are several tasks which help the staff throughout the day. Interns will answer calls to the Monmouth County Democrats' office, greet visitors at the doors, assist with office cleaning and space management, and help staff with projects.