

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Middlesex County Democratic Organization

Internship Coordinator Sam Beson Coordinator's Phone / Email 732-906-3680 / team@mcdonj.org

Location of Main Office 266 Fernwood Ave, Edison, NJ 08837 # of Summer 2024 Interns Accepted 15

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 5/1/2024 - 9/1/2024 (flexible) Required Hours/Week 10 hrs/week min

Is there some type of salary or stipend? TBD If so, how much? Determined by commitment of hours and projects

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

A resume and cover letter stating why they would like to be a part of a team working on elections should be emailed to team@mcdonj.org. Car, cell phone and personal laptop required as part of the job.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Interns will be tasked with working directly with federal and local municipal campaigns in all areas (organizing, dealing with vendors, budget management, fundraising/events) and conduct voter contact.

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. There will be early morning, evening and weekend events that all staff must attend to support our local campaigns.

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

Many political operatives started out as interns in local races. As an intern with the MCDO, you will have the opportunity to speak with elected leaders at all levels and learn what it means to run campaigns.