

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization \_\_\_\_\_MDA Public Affairs\_\_\_\_\_

Internship Coordinator \_\_\_\_\_Michael Drulis/Ryan Berger\_\_\_\_\_ Coordinator's Phone / Email \_\_\_\_\_[RBerger@mdallc.net](mailto:RBerger@mdallc.net),  
609-649-5911

Location of Main Office \_\_\_\_\_308 West State Street, Trenton NJ, 08618 # of Summer 2024 Interns Accepted \_\_\_\_\_3\_\_\_\_\_

Where will the internship be done?

\_\_\_\_\_ In the main office \_\_\_\_\_ Remotely (student works from home) \_\_\_\_\_X\_\_\_\_\_ Combo At-home & In-Office

Dates / Length of Summer 2024 Internship \_\_\_\_\_May to August\_\_\_\_\_ Required Hours/Week \_\_\_\_\_16\_\_\_\_\_

Is there some type of salary or stipend? \_\_\_\_\_yes\_\_\_\_\_ If so, how much? \_\_\_\_\_\$15 to \$20 an hour\_\_\_\_\_

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

Please send a resume and cover letter expressing personal interest relating to public policy, governance and politics. Also include educational experiences and adjacent experiences that you would like us to know about you so that we can make your experience interesting and complete.

Intern work areas: Clerical \_\_\_\_\_ Research \_\_\_\_\_X\_\_\_\_\_ Errands \_\_\_\_\_ Organizing \_\_\_\_\_X\_\_\_\_\_

**Please explain the work that will be required of the intern:** Tasks can include, researching public policy for client interests, coordinating with State and Federal Offices on client outreach, exercising the networks of the firm's leaders to the benefit of the clients, Statehouse and Congressional visits and junior lobbying, budget design for government entities.

Will there be opportunities for the intern to observe:

Internal strategy sessions? \_\_\_\_\_X\_\_\_\_\_ Legislative sessions? \_\_\_\_\_X\_\_\_\_\_ Committee hearings? \_\_\_\_\_X\_\_\_\_\_

Is the intern expected to work evenings and weekends? If so, please explain. \_\_\_\_\_There are a few evening events that are pre-scheduled but they are few and far between.

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

We love and advance our interns as we were all given an opportunity once by someone and it's our turn to return the favor. As I was taught by Melanie Willoughby, what you put in is what you get out.