

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization New Jersey Future

Internship Coordinator Andrea Sapal Coordinator's Phone / Email 609-262-3639 / asapal@njfuture.org

Location of Main Office 16 W Lafayette Street # of Summer 2024 Interns Accepted 1

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 to August (flexible) Required Hours/Week 8-10

Is there some type of salary or stipend? Yes If so, how much? \$18 per hour

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

Interested and qualified candidates should submit a cover letter, a resume, and a brief writing sample
(that is original content and not edited or contributed to by someone other than the applicant) to

HR@njfuture.org by April 1, 2024. Please write "JWW Communications and Events Intern Application" in the subject line.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Support day-to-day communications and the JWW team with planning and executing the annual membership meeting in July 2024. Detailed responsibilities in additional page.

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. No.

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

Requirements: Motivated by the organization's mission and dedicated to creating equitable and sustainable communities; strong writing, citation, and communication skills; attention to detail; experience gathering information through online research and stakeholder outreach.



INTERNSHIP OPPORTUNITY AVAILABLE

Jersey Water Works Communications and Events Intern (Spring/Summer 2024)

ABOUT US: At New Jersey Future (NJF), we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns; protect natural lands and waterways; enhance transportation choices; support a strong economy; and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations, and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. NJF offers a fast-paced and supportive work environment. NJF is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

JERSEY WATER WORKS (JWW)

Jersey Water Works is a collaborative effort of many diverse organizations and individuals who embrace the common purpose of transforming New Jersey's inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways; healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. Through a collaborative approach, Jersey Water Works engages the unique perspective and expertise of its member organizations to solve complex problems. New Jersey Future facilitates and supports Jersey Water Works. For more information, visit www.jerseywaterworks.org. Jersey Water Works seeks equitable, just outcomes as it works collectively to transform water systems for everyone.

INTERNSHIP SUMMARY: The JWW collaborative seeks a current college student/recent graduate or high school graduate with 2+ years of experience to support day-to-day communications and the JWW team with planning and executing the annual membership meeting in July 2024. Their responsibilities will include creating customized resources and communication tools, assisting with the team's day-to-day activities, and helping with the execution of large events. This intern will report to the JWW Director, Paula Figueroa-Vega.

RESPONSIBILITIES

The JWW Communications and Events Intern's responsibilities include, but are not limited to:

- Create written content, including opportunities to write blogs, case studies, reports, promotional outreach, event-related materials, etc. (depending on experience and interest)
- Produce content for JWW social media and its projects, ranging from original graphic design to short videos.
- Support the planning, marketing, and implementation of the July membership meeting and other events/projects as assigned.
- Help with post-event tasks such as follow-up surveys, attendee documentation, and improvement suggestions.
- Assist with activities that foster engagement (maintain the member database and provide support at committee meetings with external partners).
- Complete other tasks to support the program as needed, including note-taking at meetings.

REQUIREMENTS

- Motivated by the organization’s mission and dedicated to creating equitable and sustainable communities.
- Strong writing, citation, and communication skills.
- Attention to detail in producing accurate and meaningful results and products.
- Current college student or recent college graduate, preferred; high school diploma plus 2 years of experience.
- Experience gathering information through online research and stakeholder outreach.
- Demonstrated initiative and adaptability.
- Demonstrated commitment to diversity, equity, inclusion, and justice.
- Flexible, resourceful, and able to take the initiative on tasks.
- The position is hybrid with some on-site time opportunities (e.g., for filming, photography, events, etc.).

COMPENSATION: This is a part-time job (averaging approximately 8 to 10 hours a week for 10 weeks) at the hourly rate of \$18 per hour. As a part-time employee, you are not eligible for benefits such as disability, health, dental, vision, or life insurance. No paid time off will be accrued, but you will earn one hour of sick time for every 30 hours worked. The Jersey Water Works team will work with the successful candidates to determine the specific internship start date in May 2024 and ending date.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule. The Jersey Water Works team will work with the intern to determine whether their schedule will be hybrid or remote.

APPLICATION: Interested and qualified candidates should submit a cover letter, a resume, and a brief writing sample (that is original content and not edited or contributed to by someone other than the applicant) to HR@njfuture.org by April 1, 2024. Please write “JWW Communications and Events Intern Application” in the subject line. If selected to advance, relevant references may be required. NJF is currently unable to sponsor or take over sponsorship of an employment visa at this time. If hired, employment eligibility verification will be carried out upon selection.



At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.