

## RIPPAC Internship Guide – Spring / Summer 2025

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

Name of Company / Association / Organization **New Jobs PAC – State’s oldest and largest Business PAC**

Internship Coordinator **Tony Bawidamann** Coordinator’s Phone / Email [abawidamann@newjobspac.com](mailto:abawidamann@newjobspac.com)

Is Internship for: **XX Spring 2025** \_\_\_ Summer 2025 \_\_\_ Both Spring and Summer 2025

# of Spring 2025 Interns Accepted **1** # of Summer 2025 Interns Accepted \_\_\_\_\_

Where will the internship be done? \_\_\_ In the main office \_\_\_ **Remotely** \_\_\_ Combo At-home & In-Office

Location of Main Office \_\_\_\_\_

Dates / Length of Spring 2025 Internship **3 months maybe 4** Required Hours/Week **10-15 hours**

Dates / Length of Summer 2025 Internship \_\_\_\_\_ Required Hours/Week \_\_\_\_\_

Is there some type of salary or stipend? **Yes** If so, how much? **\$1,000 a month**

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

**Send in resume, start date - February 1<sup>st</sup> ... will be accepting applications until third week of January**

Please explain the work that will be required of the intern: **Intern will conduct research on other PAC’s, Business Groups, Associations and Individual Donors. They will manage call sheets for PAC Chair, help create agenda for Executive Board meetings and attend 3-4 events during the year. Work with external partners to garner media attention for PAC and events. Attend virtual Board Meetings with States Business Leaders. The PAC is non-partisan and supports Business friendly members of the NJ Legislature.**

Will there be opportunities for the intern to observe:

**Intern will be in high level meetings with States Business Leaders, Legislative Leaders and Groups**

Is the intern expected to work evenings and weekends? If so, please explain. **No, most events are during the day**

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

**Looking for a highly organized individual, that wants to help raise the profile of the state’s largest pro-business PAC.**