

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization \_\_\_New Jersey Black Empowerment Coalition\_\_\_\_\_

Internship Coordinator \_Tomas Varela\_\_ Coordinator's Phone / Email \_973-991-9891 | tvarela@njbec.org\_\_\_\_\_

Location of Main Office \_\_\_Remote \_\_\_\_\_ # of Summer 2024 Interns Accepted \_\_\_1-2 \_\_\_\_\_

Where will the internship be done?

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

Dates / Length of Summer 2024 Internship \_6/1/24 - 8/15/24 (flexible) \_\_\_\_\_ Required Hours/Week \_5-10 (flexible)

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)*

\_\_\_ (1) Submit resume ; (2) provide 2-3 paragraph statement describing your career interest and skills that you would like to develop through an internship program via New Jersey Black Empowerment Coalition .

Intern work areas: Clerical \_\_\_ Research **X** Errands \_\_\_ Organizing **X**

Please explain the work that will be required of the intern: \_ (1) Leveraging social media to amplify/teach civic education; (2) analyze and communicate the importance of racial justice policy for young people; (3) utilize NJBEC nonpartisan tools to increase voter registration and turnout among young people

Will there be opportunities for the intern to observe:

Internal strategy sessions? **X** Legislative sessions? \_\_\_\_\_ Committee hearings? \_\_\_\_\_

Is the intern expected to work evenings and weekends? If so, please explain. \_\_\_There may be a need to host webinars in the evening to meet the needs of working adults \_\_\_\_\_

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