



Rowan Institute for Public Policy & Citizenship

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# RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)

**Name of Company / Association / Organization:** New Jersey Democratic State Committee

**Internship Coordinator:** Kinn Badger

**Coordinator’s Phone / Email:** [kinn@njdems.org](mailto:kinn@njdems.org)

**Location of Main Office:** 142 W State St Trenton, NJ 08608

**# of Summer 2024 Interns Accepted:** 2

**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 - August (we are flexible)

**Required Hours/Week:** 10-30 hours per week

**Is there some type of salary or stipend?** Yes

**If so, how much?** \$20 an hour

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

1. Resume
2. Respond to this prompt: What key political issues are currently affecting the state of New Jersey?

Deadline to apply is May 1st, 2024

**Intern work areas:** Clerical  Research  Errands  Organizing

**Please explain the work that will be required of the intern:**

See attached.

**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.**

Yes, we hold most of our events, meetings, and trainings in the evenings and on weekends.

**Do you have any suggestions for the applicants?** Be up to date on New Jersey's political landscape.



**Coalitions Program Mission:**

To engage and coordinate with [New Jersey's coalition](#) communities to drive progressive change across the Garden State and promote the values of the New Jersey Democratic State Committee (NJDCS).

**Coalitions Internship Description:**

New Jersey Democratic State Committee is looking for an intern interested in learning all aspects of New Jersey politics, focused on NJDCS newly launched Coalitions Program. The intern who fills this position should expect to learn from top to bottom and will complete this program ready to enter the great realm of NJ Politics with excellent skills.

It's essential that applicants to this position have an interest in politics, have strong communication skills, exhibit creativity, and demonstrate the importance of attending to even the smallest details.

**Responsibilities:**

- Providing assistance to all of our NJDCS Caucuses & Committees
- Help to build coalitions membership and participation
- Schedule, coordinate and staff events
- Creating resource and training documents
- Monitor all forms of media
- Compile contact lists
- Create and update databases
- Reports to the Co-Executive Directors

*This position offers the opportunity to contribute to general matters of the New Jersey Democratic State Committee.*

**Requirements:**

- Political Science, Public Relations or Communication background
- Strong verbal and written communication skills
- Solid understanding of social media
- Proficient with Google Drive and Microsoft Office applications
- Possesses a reliable source of transportation and computer

**Benefits:**

- Practical political experience
- Shadowing, mentoring, and training opportunities with skilled professionals in the political realm
- Opportunity to participate in political events and meet elected officials
- Flexible schedule for students
- School credit offered