

## **Internship Description**

The New Jersey State League of Municipalities (NJLM) is pleased to offer a summer internship position.

Operating since 1915, the NJLM is a voluntary non-profit association created to assist New Jersey's local governments by acting as a repository for knowledge and expertise. In addition, the League acts as a collective voice for the State's 565 municipal governments, advocating on behalf of municipal interests at both the State and federal levels of government, to the media, public and in the courts. NJLM provides members with a wide array of other services, including legal updates, individualized inquiry service, assistance in municipal labor relations, technical assistance and training, policy development, research and analysis, publications, informational and service programs, online resource centers and advisory services. NJLM headquarters are located in Trenton.

### **Work Description:**

The core work will be associated with collecting and inputting data necessary for the production of NJM publications. Opportunities will also be available to complete other work functions and participate in legislative experiences as time permits. This other work may include: review and redesign of NJLM publications; Annual Conference productions and follow-up work with external partners; back-end website maintenance; attendance at committee meetings based on opportunities; and exploration of the use of other skills to generate content for NJLM's website, social media profiles and magazine.

Graduate and undergraduate juniors and seniors attending an accredited college or university with a concentration in Public Policy, Public Administration or Political Science, or other related field, are encouraged to apply. Interested interns should expect to work approximately 20 hours per week. Specific week days and times are flexible based on the applicant's course schedule. Applicants will be working in a professional office environment, and as such should have strong communication and interpersonal skills. Applicants must have knowledge of Microsoft Word, Outlook and Excel, and preferably Microsoft Access. The rate of pay for this position is \$10.00 per hour.

### **Internship Employment Term:**

Starting: July 1, 2019

Ending: August 15, 2019

Four days per week, 5 hours per day (option for a 1 hour lunch).

The League office is closed July 4.

### **Job Location:**

The New Jersey State League of Municipalities is located at 222 West State Street, Trenton, NJ 08608. Parking is provided.

### **Interested applicants may send a resume to:**

Taran B. Samhammer, Research & Innovation Manager, at [tsamhammer@njlm.org](mailto:tsamhammer@njlm.org) or 222 West State Street, Trenton, NJ 08608.

### **Application Deadline**

April 3, 2019