



NEW JERSEY BUSINESS
& INDUSTRY ASSOCIATION

www.njbia.org

Located in Trenton, NJBIA provides information, services, and advocacy to its member companies to build a more prosperous New Jersey. As the nation's largest statewide employer association, NJBIA represents more than one million jobs in New Jersey. Currently, NJBIA is accepting applications for government affairs internship position starting in May 2019.

NJBIA is seeking interns, to join our Government Affairs team, who have strong research and writing skills, a basic understanding of governmental processes, and an interest in New Jersey politics. Selected interns are financially compensated for their hours worked: undergraduate students receive \$10.00/hour and graduate students receive \$12.00/hour. The association also works with interns to secure academic credit if applicable.

Responsibilities include, but are not limited to:

- Assisting in policy and economic research;
- Assisting in quantitative and qualitative research;
- Assisting in the development of educational materials on high-priority legislative issues;
- Attending state legislative committee meetings;
- Monitoring state and federal legislation and regulatory issues;
- Drafting correspondence and policy positions;
- Maintaining databases;
- Attending and assisting at events.

Qualifications:

- An undergraduate junior/senior or a graduate student majoring in Political Science, Government Affairs, Public Policy, Business, Economics or related disciplines;
- Proven success in research methods and/or economics course(s);
- A strong interest in research;
- Proficiency in state/federal database navigation;
- Proficiency in excel;
- Excellent verbal and written communication skills;
- Work well independently and in a team atmosphere;
- Have the ability to complete work in a timely manner;
- Well-organized and highly reliable.

Interns will report to the Director of Economic Policy Research. To apply for a summer internship, please submit a cover letter, resume, writing sample, and three recommendation letters to Nicole Sandelier at nsandelier@njbia.org by April 12th. Students should indicate the research methods courses taken and their intended start/end dates in their cover letter. In addition, letters of recommendation must be sent via the recommender. Letters of recommendation submitted directly by applicant will not be considered.

NJBIA does not discriminate against any person on the basis of race, religion, color, gender, gender identity, sexual orientation, age, national origin, disability, veteran status, or any other status or condition protected by law.