Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization: Advocacy & Management Group

Internship Coordinator: Stephanie Summers
Coordinator's Phone / Email: stephanie@amg101.com

Location of Internship: Trenton, NJ
# of Summer 20178 Interns Accepted: 2

Dates / Length of Summer Internship: May - September
Required Hours/Week: Flexible to full time

Is there some type of salary or stipend?: X
If so, how much?: $10-12 per hour

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)
Send resume for application
Interview with internship coordinator

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

Please explain the work that will be required of the intern:
Assist lobbying associates with legislative research and bill comments.
Assist association management associates with clients, events, board meetings, and activities.

Will there be opportunities for the intern to observe:
Internal strategy sessions? X
Legislative sessions? X
Committee hearings? X

Is the intern expected to work evenings and weekends? If so, please explain:
NO

Do you have any suggestions for the applicants? See attached
The Advocacy & Management Group seeks Intern

The Advocacy & Management Group (AMG) intern position will provide support to the management and lobbying staff. The intern is expected to help plan and execute AMG events, and represent AMG at external events in the area. The AMG intern will assist with government affairs clients by monitoring legislative hearings and reporting on draft developments, he or she may also be asked to conduct research and prepare documentation for committee hearings and meetings with legislative clients.

The ideal candidate will have an interest in event planning, fundraising, or nonprofit management and advocacy. Applicant is expected to be resourceful and self-motivated to complete work efficiently yet thoroughly. Candidates must also have confidence in reaching out to external groups on behalf of AMG and a desire to tackle new and challenging tasks throughout the course of her/his internship.

Requirements:

All applicants must be current undergraduate or graduate students. Applicants must have excellent verbal and written communications skills, be highly experienced in email communications, and proficient in Microsoft Office Suite (Word, Excel, and PowerPoint).

Responsibilities (including but not limited to):

- Assist in the planning, promotion, and implementation of events.
- Assist in soliciting sponsorships.
- Create email invitations for events, and provide updates to event attendees.
- Update social media for upcoming and future events.
- Process event registrations.
- Write and distribute letters and compose e-blasts.
- Research, compile data, and analyze information.
- Attend and represent AMG at client events.
- Take notes and report back to staff on Legislative Hearings.

Location: The office and position is based in Trenton, NJ across the street from the NJ Statehouse. Parking is provided.