Summer 2018 Internship Guide

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

Name of Company / Association / Organization:
Office of Assemblywoman Nancy Pinkin, 18th Legislative District of New Jersey

Internship Coordinator: Dana Jordan, Legislative Director

Coordinator's Phone / Email: 732-548-1406, D.Jordan@NJLeg.org

Location of Internship: 18th Legislative District Office, 3 Stephenville Pkwy., Suite 2D, Edison, NJ 08820
# of Summer 2018 Interns Accepted: 10

Dates / Length of Summer Internship: 5/1/18-9/1/18 (very flexible) Required Hours/Week: 2-3 days/week, 4-6 hrs/day

Is there some type of salary or stipend? No, possible reimbursement for cost of event attendance and State Capital Parking

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

Please E-mail D.Jordan@NJLeg.org with a cover letter and resume, you will then be contacted for an interview

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

Please explain the work that will be required of the intern: The 18th Legislative District Office represents the citizens of East Brunswick, Edison, Helmetta, Highland Park, Metuchen, and South River. Assemblywoman Nancy Pinkin is Chair of the Environment & Solid Waste Committee, as well as a member of the Law & Public Safety and Health & Senior Services Committee. The Assemblywoman currently has 60+ bills she is sponsoring this legislative session, and is signed onto approximately 70 more pieces of legislation. The primary functions of the internship involve administrative tasks of the office including:

- Managing the Assemblywoman's legislative agenda: tracking relevant bills, amendments, statements, resolutions, & committees
- Constituent Tracking: logging opposition/support for current legislation, providing assistance in streamlining access to federal and state agencies
- Creating distribution materials: announcements, flyers, contact information, congratulations & appreciation letters
  - This can also include Letters to the Editor, Op-Eds, Press Releases, and so on
- Legislative research on relevant bills: organizing bill comments, relevant emails, committee statements, financial reports, stakeholders input, etc.
- Assisting in the preparation and organization of committee and voting session documents
- Interns will also have the opportunity to attend most voting sessions and committees in the state capital with the Assemblywoman and her staff, as well as community events and any other networking opportunities we are able to offer.
- College level interns are encouraged to develop new legislation ideas relevant to the Assemblywoman's committees, constituents' issues, and statewide issues
Will there be opportunities for the intern to observe:

Internal strategy sessions? _____  Legislative sessions?  X  Committee hearings?  X

Is the intern expected to work evenings and weekends? If so, please explain. No, however they will occasionally be invited to attend community events and other organizational meetings should they wish to participate.

Do you have any suggestions for the applicants? Students interested in environmental, healthcare, or law & public safety issues and legislation are the best fit for our internship program. However the program is flexible and we are in need of ambitious students with various interests. For instance, if a student is interested in political strategy and public relations I would delegate projects related more closely to social media/public image related work. However if you have a student more interested in Public Administration I can direct them towards legislative research for shared municipal services bill drafting. We are also always in need of Constituent Services interns.