Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5086 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization: LEGISLATIVE DISTRICT 10

Internship Coordinator: Amy Johnson
Coordinator's Phone / Email: 334-233-1300 / ajohnson@njleg.state.nj.us

Location of Internship: WAYNE, NJ
# of Summer 2018 Interns Accepted: 4

Dates / Length of Summer Internship: Flexible
Required Hours/Week: 10

Is there some type of salary or stipend? NO
If so, how much? N/A

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)
1. Submit Resume
2. Interview - Phone
3. Interview - In Person

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? N
Legislative sessions? Y
Committee hearings? Y

Is the intern expected to work evenings and weekends? If so, please explain:

NO

Do you have any suggestions for the applicants?


College of Humanities & Social Sciences
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Legislative Internship Program
Assemblyman Kevin J. Rooney
NJ Legislative District 40

Legislative Internship Program Description:
An internship in the Legislative Office encompasses a variety of tasks and assignments, all critical to the best functioning of the office. Participants will work regularly staff, but will also interact with the Assemblyman and have the opportunity to meet other elected officials. Interns assist staff by responding to constituent requests, developing reports, and compiling research on targeted issues. The position will also include data entry and analysis, responding to constituents, addressing legislative inquiries, conducting specific research, work on special projects and other activities.

Other Details:
Internships are available year-round. Our office has current openings that are available immediately. This position is a volunteer position; a stipend is not available. College level credit may be applicable depending on institution-specific requirements. Applications are reviewed on a rolling basis. Hours will be scheduled based on individual requirements while ensuring the ability to meet the needs of the office.

Responsibilities:
- General administrative support for day-to-day operations including handling constituent communications and legislative inquiries
- Creating content for website and inclusion in regular communications and outgoing correspondence
- Develop and implement a strategy to engage the public through social media such as Facebook posts, Instagram pics, and Twitter
- Participate in targeted outreach to inform the community of important information and activities
- Aid in scheduling and logistical planning, and provided staff support to legislators at events
- Conduct research and analyze topics such as local and statewide issues, projects or events that will have a significant impact on constituents, and legislation.
- Create materials to present research and findings to staff; collaborate as a member of the team regarding issue resolution and potential legislative actions
- Process requests and assist with projects on an ad hoc basis

Skills and qualifications:
- Motivated, detail-oriented, and professional qualities
- Strong communication, writing, and editing skills
- Excellent social media skills
- Flexibility to handle a variety of tasks, ranging in complexity, in a fast-paced environment
- The ability to assume responsibility for and complete all assignments
- The ability to work efficiently, even with multiple tasks
- The ability to work independently and/or in a group
- Experience using Microsoft Office Suite, Outlook, and other software programs

Contact:
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