Summer 2018 Internship Guide

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

Name of Company / Association / Organization ____________ Legislative District 11

Internship Coordinator Erin Kinn Coordinator's Phone / Email 732-695-3371

Location of Internship Ocean Twp, NJ # of Summer 2018 Interns Accepted 10

Dates / Length of Summer Internship May - September Required Hours/Week 15+

Is there any 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)

Please email a resume and cover letter to njlegislator@gmail.com

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

Please explain the work that will be required of the intern: Policy research, communicating with constituents, constituent outreach, full posting attached

Will there be opportunities for the intern to observe:

Internal strategy sessions? ___ Legislative sessions? ___ Committee hearings? ___

Is the intern expected to work evenings and weekends? If so, please explain. Occasional evenings and weekends for community events.

Do you have any suggestions for the applicants?

College of Humanities & Social Sciences
Banc Hall
201 Mullica Hill Road, Glassboro, NJ 08028
T: 856-256-5812 F: 856-256-5609
Legislative Internship with Legislative District 11

The Legislative Office of Senator Vin Gopal, Assemblyman Eric Houghtaling, and Assemblywoman Joann Downey is seeking both full-time and part-time interns to work in their district office, in New Jersey's 11th Legislative District, during the Summer of 2018.

Candidates should have an interest in Government, Political Science, Law, or other related fields. They should have great attention to detail, strong written and verbal communication skills, and should be prepared for a fast-paced, hands-on environment.

Responsibilities:
- Researching and analyzing legislative and constituent issues
- Conducting community outreach
- Tracking constituent issues in a highly detail oriented manner
- Working with constituents to solve both common and complex problems
- Staffing legislators at legislative session, events, and meetings

Qualifications:
- Excellent written and oral communication skills
- Proficiency in Microsoft Office Suite
- Willingness to work some evenings
- Access to reliable transportation
- Applicant must be highly organized and have serious attention to detail
- Applicant must be willing to embrace a high-volume work environment with multiple projects and strict deadlines
- Proficiency in Spanish is a plus

Location: Legislative District 11 Main Office in Ocean Township, New Jersey.
SUMMER 2018
INTERNSHIP
LEGISLATIVE DISTRICT 11

The Legislative Office of Senator Gopal, Assemblyman Houghtaling, and Assemblywoman Downey is accepting interns to work in the district office this summer.

Requirements
- Interest in Government
- Strong attention to detail
- Great written and verbal communication skills
- Can commit to at least 15 hours per week
- Comfortable in a fast-paced, professional environment.

To apply, please email your resume to njlegislator@gmail.com with the subject line Summer 2018 Internship.

Questions? Please call our office at 732-695-3371

SENATOR VIN GOPAL

ASSEMBLY MEMBERS
HOUTHTALING & DOWNEY