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Summer 2018 Internship Guide

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

Name of Company / Association / Organization __ NJ Chamber of Commerce ____________

Internship Coordinator Laura Hahn __________ Coordinator's Phone / Email (609) 169-7888 X104

Location of Internship Trenton, NJ __________ # of Summer 2018 Interns Accepted TBD

Dates/Length of Summer Internship 1 year __ Required Hours/Week 3 days/week – Mondays and Thursdays a must

Is there some type of salary or stipend? Yes __ If so, how much? $8.60/hour __________

What is the application process? Please include deadlines and other requirements. Feel free to attach additional pages) April 15 – Deadline to Submit Applications

End of April – Brief Interviews with selected candidates
Mid-May – Start Date

Intern work areas: Clerical _ X__ Research _ X__ Errands _ __ Organizing _ X__

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? _ 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? Candidates should have a strong understanding and interest in public policy and economics.
Type of Position: Fellowship/Scholarship  
Job Title: Payne Scholar  
Organization Name: The New Jersey Chamber of Commerce  
Location: Trenton, New Jersey  
Contact: Laura Hahn, Laura@njchamber.com

Job Description:  
The New Jersey Chamber of Commerce is seeking a young professional in the state to become the recipient of the Chamber's 'Payne Scholar' initiative. The initiative is named in honor of Bill Payne, a long-time Chamber executive who devoted his life to government relations. Payne Scholars will work with the Chamber to help fulfill our mission and support a pro-growth agenda for New Jersey in the following areas:

- Economic Development  
- Transportation  
- Environment and Energy  
- Government Reform  
- Health Care  
- Workforce/Education Reform  
- Fiscal Policy and Tax Reform  
- Labor  
- Other issues areas as needed

The Payne Scholar will have the opportunity to experience the full scope of responsibilities involved in managing a business and lobbying organization. Under the direction of appropriate Chamber managers, specific responsibilities will include, but not be limited to:

- Researching and analyzing policy issues  
- Helping prepare background briefings, critical analyses, and position papers for Chamber management  
- Attending legislative hearings with the Government Relations team  
- Working on special projects as required  
- Helping prepare letters, speeches, and testimony  
- Managing committees and conferences  
- Helping with policy calls from State Chamber membership and legislative offices

We seek a current student or recent graduate with bachelors in government relations, business, economics, or a similar degree. Candidates need to have a strong understanding and interest in public policy and economics. He or she must be well organized, have strong written, verbal and interpersonal skills, and be comfortable working with modern communications venues including social media. **Candidates should be able to work three (3) days a week. Mondays and Thursdays are required days.**

This is a one-year paid internship with the potential for extension.

The Payne Scholar will attend meetings of the State Chamber of Commerce Board of Directors; interact with presidents and CEOs from New Jersey's most prestigious businesses. He or she will network with representatives from the business community, from lobbying and advocacy organizations, and with legislative staff on an everyday basis. We offer our Payne Scholars many opportunities to build their resume and expand their network.

Application Deadline: April 15th  
Please send resumes and cover letters to Laura Hahn, Director of Government Relations, at: Laura@njchamber.com