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 State Laborers PAC_____________________

Internship Coordinator ___Amber Gesslein___ Coordinator’s Phone / Email 609-860-9223 agesslein@njlaborers.org

Location of Internship ___Monroe Township NJ ___ # of Summer 20178 Interns Accepted ___3_____

Dates / Length of Summer Internship ____June-Sept_____ Required Hours/Week 15 hours minimum/20 hours max

Is there some type of salary or stipend? ___Y____ If so, how much? $10 per hour

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

___Please see attached__________________________________________

Intern work areas: ___Clerical ___Research ___Errands ___Organizing ___

Please explain the work that will be required of the intern: ____________________________________________________________

_______________Please see attached______________________________

Will there be opportunities for the intern to observe:

___X___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? interested in politics is a plus____________________________
The New Jersey Laborers’ State Political Action Committee (NJSLPAC) is looking for interns to provide administrative and clerical support to the Political Department.

This position will report to NJSLPAC Administrator.

Duties and Responsibilities:
- Maintain and update NGP PAC database.
- Review NJSLPAC records and refer corrections to the Database Administrator.
- Maintain a database of NJ elected officials and campaigns.
- Work closely with the other divisions in the union including, LECET, LEROF and LERPEF.
- Update contribution tracking documents.
- Manage NJSLPAC’s social media presence.
- Draft correspondence with LIUNA members, elected officials and campaigns.
- Compile materials for trustee and District Council meetings.

Education and Experience:
- Current college level student in Political Science and/or Labor areas of study.
- High School Diploma.
- 1-2 years of administrative experience preferred.

Knowledge, Skills and Abilities:
- Thorough knowledge of Microsoft Word & Excel with accurate typing skills.
- NGP/VAN product knowledge a plus but not required.
- Excellent proofreading skills.
- Work well with other employees, function as a team player and accept constructive suggestions for improving job performance from supervisors and managers.
- Strong ability to communicate orally and via written communication.
- Demonstrated organizational and planning skills as evidenced by ability to meet quality standards under strict deadlines and ability to handle changing priorities.
- Demonstrated ability to maintain an efficient filing system alphabetically and numerically.

Compensation & Benefits:
- Internships are paid $10/hr and scheduling is flexible to best fit your needs. Interns can receive academic credit (if available through College/University). Candidates should be able to commit to at least 15-20 hours per week. Internship hours will generally be fulfilled between 9:00am-5:00pm, Monday-Friday however during time around Election Day, hours may also include weekend work.

To Apply:
- Submit the following to Amber Gesslein, PAC Administrator, at agesslein@njlaborers.org:
  - 1. Cover Letter
  - 2. Resume