

## RIPPAC Internship Guide – Summer 2025

Please complete and EMAIL to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)

Name of Company / Association / Organization Jersey 1st

Internship Coordinator Zachery Dora Coordinator's Phone / Email (201)783-7444 [Zach@jersey1st.org](mailto:Zach@jersey1st.org)

Location of Main Office 2200 NJ-10 # 205, Parsippany, NJ 07054

# of Summer 2025 Interns Accepted 10

Where will the internship be done?

In the main office     Remotely (student works from home)     Combo At-home & In-Office

Dates / Length of Summer 2025 Internship June 3rd to August 7th T/W/TR 10 am to 2 pm

Required Hours/Week: 12 hrs

Is there some type of salary or stipend? no If so, how much?

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Apply on our website [www.Jersey1st.org](http://www.Jersey1st.org) under the internship tab or on handshake.

Intern work areas:    Clerical     Research     Errands     Organizing

**Please explain the work that will be required of the intern:** Jersey 1st is seeking highly motivated high school, college, and graduate students with an interest in government and public policy to participate in its Summer 2025 Internship Program. Interns will work on projects covering state, local, and federal policies. The internship will span over 10 weeks of the Summer starting June 3rd and ending August 7th.

### Responsibilities:

- Monitor state legislative actions, bills, and policy discussions
- Research and collect data
- Draft, distribute and pitch news releases, media alerts, and other stories
- Support research, and strategic approach projects
- Assist with policy analysis, writing, and editing reports and other projects, as relevant to Jersey 1st policy issues.
- Design social media graphics and support communications/outreach strategy
- Collaborate with staff on new ideas, directions, and venues for the organization
- Attend events, including fundraisers, and support Jersey 1st's relationships with local organizations and leaders

Will there be opportunities for the intern to observe:

Internal strategy sessions?

Legislative sessions?

Committee hearings?  
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Is the intern expected to work evenings and weekends? If so, please explain.  Not expected but, there will be opportunities to attend events and be active in the community.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

# Join the **Jersey 1<sup>ST</sup>** Intern Team

*Make a profound impact  
on the lives of New Jersey residents!*



**Social Media  
Marketing**

**Public Policy  
& Legal**

**Grassroots  
Campaign**

TO APPLY VISIT  
[www.jersey1st.org/internship](http://www.jersey1st.org/internship)

QUESTIONS? EMAIL  
[zach@jersey1st.org](mailto:zach@jersey1st.org)

**JUNE 3RD – AUGUST 5TH**

NOW ACCEPTING APPLICATIONS THROUGH MAY 25TH

