

RIPPAC Spring / Summer Internship Guide – 2026

Please complete and EMAIL as soon as possible to: **RIPPAC@rowan.edu**

Name of Office / Association / Organization _Assemblyman Clinton Calabrese New Jersey Legislature District 36_

Internship Coordinator _Catherine Suarez_ Coordinator's Phone / Email
_201.943.0615/asmcalabrese.njleg.org

Main Office Address _613 Bergen Blvd, Ridgely, NJ 07657_

Spring 2026 Internship? Y N # of Open Intern Positions for Spring 2026 _____

Summer 2026 Internship? Y N # of Open Intern Positions for Summer 2026 _2_

Where will the internship be done?

Office (In-person) Remote (Student works from home) Hybrid

Dates / Length of Internship _6-12 weeks flexible_ Required Hours/Week _min 16
hrs/week_____

Is there a salary or stipend? Y N If so, how much? _____

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

Please submit resume, cover letter and writing sample to asmcalabrese@njleg.org.

Intern work areas: Clerical Research Errands Organizing

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

Legislative interns will play an active role in supporting the policy, legislative, and constituent operations of Assemblyman Calabrese's office. Intern responsibilities include conducting substantive research and policy analysis on transportation, infrastructure, environmental, consumer protection, and energy-related legislation; preparing legislative summaries and briefing materials; tracking bills and committee activity; assisting with drafting correspondence and public communications; supporting constituent services and casework intake; preparing materials for community events and hearings; and assisting with administrative and organizational systems that support office efficiency.

Interns may also be asked to attend legislative sessions or committee hearings (when in session), observe stakeholder meetings, and contribute to internal strategy discussions. Strong writing, analytical thinking, attention to detail, and professionalism are essential.

Will there be opportunities for the intern to observe:

Internal strategy sessions? Legislative sessions? In session Committee hearings? In session

Is the intern expected to work evenings and weekends? If so, please explain. ___Rarely. However, if they schedule an event, they would be expected to attend that event if during the period of their internship. _____

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

Applicants should demonstrate strong writing ability, analytical skills, and attention to detail in their resume and writing sample.

Successful interns are proactive, intellectually curious, organized, and comfortable handling responsibility. The most rewarding internships occur when students ask thoughtful questions, take initiative, meet deadlines, and seek to understand both the policy substance and the practical realities of public service.

While interns are expected to take initiative, they are also encouraged to ask questions, seek clarification, and actively engage with staff in order to maximize their learning and contribution.

Students interested in careers in law, public policy, government, transportation planning, or public administration are especially encouraged to apply.
