



RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization Office of Majority Leader Greenwald and Assemblywoman Kane

Internship Coordinator Robert Kile Coordinator's Phone / Email 856-435-1247 / rkile@njleg.org

Main Office Address 1101 Laurel Oak Rd, Suite 150, Voorhees NJ, 08043

Spring 2026 Internship? Yes # of Open Intern Positions for Spring 2026 1

Summer 2026 Internship? Yes # 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 Spring (February-May), Summer (May-August) Required Hours/Week Spring 6+, Summer 12

Is there a salary or stipend? No If so, how much? _____

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

Applicants must apply by filling out the attached application, as well as sending over their resume to the asmgreenwald@njleg.org or aswkane@njleg.org emails. We request applications for spring internships be sent in by February 13th, and summer internship applications be sent in by April 17th.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: The intern will assist in all facets of the legislative office, including legislative work, constituent services, and communications. This includes writing memos on policy, taking phone calls, working on professional communications from our office, and more that will be covered further during an interview.

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. There is no expectation to work evenings / weekends.

Do you have any suggestions for the applicants? (Please use additional pages if necessary) Please apply as timely as possible to better your chances of being hired, and come to a prospective interview curious about state government and the work we do!



Internship Application

Assemblyman Louis Greenwald & Assemblywoman Melinda Kane

Contact Information

Name	
Street Address	
City, State, ZIP Code	
Home Phone	
Cell Phone	
E-Mail Address	
Emergency Contact Name	
Emergency Contact Number	

Availability

Please check which days and times you are available:

	Monday	Tuesday	Wednesday	Thursday	Friday
Mornings					
Afternoons					

Semester(s) available: Fall/Winter Spring Summer

Requested Start Date: _____

Interests

Tell us in which areas you are interested in learning more about:

- Participate in community outreach events
- Assist constituent with government agencies
- Working on legislation and other policy issues
- Assisting the office with daily functions

Education

School: _____

Current year: Freshman Sophomore Junior Senior

Major (if applicable): _____

Minor (if applicable): _____

GPA: _____

Internship eligible for academic credit?: _____

Special Skills or Qualifications

Summarize any special skills and qualifications you may have acquired from employment, volunteer work, or through other activities, including any previous experience relating to government.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an intern, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)	
Signature	
Date	

Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability.

Thank you for completing this application form and for your interest in interning with us.

Legislative Office of Greenwald & Kane
Attn: Intern Application
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Suite 150
Voorhees, NJ 08043
asmgreenwald@njleg.org
aswkane@njleg.org
856-435-1247