



Rowan Institute for Public Policy & Citizenship (RIPPAC)

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RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization The Office of Assemblywoman Alixon Collazos-Gill

Internship Coordinator Alexandria Butler Coordinator’s Phone / Email AButler@njleg.org

Main Office Address 39 South Fullerton Ave, 2nd Floor, Suite 3, Montclair, NJ 07042

Spring 2026 Internship? Yes # of Open Intern Positions for Spring 2026: 4

Summer 2026 Internship? Yes # of Open Intern Positions for Summer 2026 : 4

Where will the internship be done?

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

Dates / Length of Internship 8-12 weeks, start and end dates flexible Required Hours/Week 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.)*

Those who are interested in applying should send an email with their resume and cover letter attached with [NAME – Internship] in the subject line to aswcollazos-gill@njleg.org, CC abutler@njleg.org.

Intern work areas: Clerical Research Errands Organizing

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

- Draft and submit ceremonial resolutions and citations
- Research and identify community recognition opportunities
- Prepare meeting memos and briefing materials
- Attend community events and assist with constituent engagement
- Create social media content highlighting office initiatives and events
- Respond to constituent phone calls and emails professionally
- Track constituent cases and policy concerns
- Maintain and update constituent databases
- Assist in developing standardized response templates
- Research legislative initiatives and policy issues
- Support community outreach and partnership efforts
- Conduct policy research and analysis
- Develop and present a final policy proposal

Will there be opportunities for the intern to observe:

Internal strategy sessions? ___Yes___ Legislative sessions? ___Yes___ Committee hearings?
___Yes___

Is the intern expected to work evenings and weekends? If so, please explain. Yes, interns will occasionally have to work in the evenings and some weekends to staff the Assemblywoman at events. We will accommodate their schedule to ensure they're not being overworked and that it is not conflicting with any of their personal plans. Working during these times is a big part of the nature of this field, so we like to expose our interns to it.

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