

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 Assemblywoman Shanique Speight

Internship Coordinator : Shadaya Bennett (Chief of Staff) **Coordinator's Phone / Email:** 862-237-9752/
AswSpeight@njleg.org

Main Office Address: 50 Park Place – Lobby 5 Newark, NJ 07102

Spring 2026 Internship? **Y** N **# of Open Intern Positions for Spring 2026** 1

Summer 2026 Internship? ☒ Y ☐ N **# of Open Intern Positions for Summer 2026** 2

Where will the internship be done?

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

Dates / Length of Internship: Flexible **Required Hours/Week:** At least 15 hours/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 a resume and brief statement of interest to Shadaya Bennett at AswSpeight@njleg.org. Job description and instructions for applying are attached.

Intern work areas: Clerical ☒ Research ☒ Errands ☐ Organizing ☐

Please explain the work that will be required of the intern: _Include but not be limited to, policy research, preparing briefing material, assistance with constituent inquiries and cases, developing and organizing systems (statewide contacts, programs), developing content for social media

Will there be opportunities for the intern to observe:

Internal strategy sessions? Y Legislative sessions? Y Committee hearings? Y

Is the intern expected to work evenings and weekends? If so, please explain. ____Not in general. May be asked if he/she is available to attend community events that may occasionally take place on the weekends.

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



Office of Assemblywoman Shanique Speight

New Jersey General Assembly – 29th Legislative District

Internship Opportunity

Title: Legislative Intern (Unpaid)

Position Overview

The Office of Assemblywoman Speight is seeking a motivated and detail-oriented Legislative Intern to support the office's legislative, community, and constituent services work. This unpaid internship is designed to provide students and early-career professionals with hands-on exposure to the legislative process, public policy development, and the day-to-day operations of a state legislative office.

Interns will gain meaningful experience supporting policy initiatives related to health, human services, social justice, and other issues impacting New Jersey residents.

Learning Objectives

Through this internship, the intern will:

- Gain an understanding of the role legislators and district offices play in operating state government
 - Gain a working understanding of the state legislative process
 - Develop policy research and analysis skills
 - Learn how legislative offices engage advocates, state agencies, and other stakeholders to serve residents
 - Observe committee hearings, voting sessions, and stakeholder meetings
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Responsibilities

Responsibilities may include, but are not limited to:

- Conducting research on issues before the Legislature
 - Tracking bills and committee agendas
 - Assisting with preparation of briefing materials
 - Drafting correspondence and responding to constituent inquiries under staff supervision
 - Supporting planning for in-district events and legislative proceedings
 - Develop and organize content for social media
 - Performing general administrative tasks as needed
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Qualifications

- Current undergraduate or graduate student, or recent graduate, with an interest in public policy, political science, social work, law, public health, or a related field
 - Strong written and verbal communication skills
 - Ability to manage multiple tasks and meet deadlines
 - Attention to detail and organizational skills
 - Professionalism and discretion when handling sensitive information
 - Interest in advocacy, public service and state government
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Location, Schedule, & Compensation

- District Office (Newark, NJ) and Statehouse (Trenton, NJ) – pending schedules and availability
 - This is an **unpaid internship**
 - Schedule is flexible and will be determined in coordination with office staff
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How to Apply

Interested candidates should submit a resume and brief statement of interest to Shadaya Bennett (Chief of Staff) at AswSpeight@njleg.org.