

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 Tennille McCoy (14th Legislative District)

Internship Coordinator N/A Coordinator's Phone / Email N/A

Main Office Address 3691A Nottingham Way, Hamilton, NJ 08690

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

Summer 2026 Internship **Y** N # of Open Intern Positions for Summer 2026 N/A

Where will the internship be done?

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

Dates / Length of Internship June – August 2026 Required Hours/Week N/A

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

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

Application Deadline: April 15, 2026. Apply Here: <https://forms.gle/f8AQW8vDd7TiuiJC7> All applicants must provide a completed application, copy of their resume, copy of their college transcript (unofficial transcripts are accepted), a cover letter, and a letter of recommendation. Please direct all questions to: aswmccoy@njleg.org

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Throughout the internship, participants will engage in activities such as working closely with constituents, conducting community outreach, supporting community-based organizations, organizing civic events and projects, managing databases, and gaining insights into the workings of the legislature. As an intern, you will actively assist our dedicated staff with special events, constituent services, legislative initiatives, and general administrative duties, providing you with valuable insights into the creation and processing of laws within the legislature.

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. N/A

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*
(cont. on page 2)

- Applicants must be eligible to work in the U.S. and resident of the State of New Jersey
- Enrolled in a full-time accredited NJ undergraduate college, community college, or university.
- Must have a cumulative GPA of 2.5 or higher (on a 4-point scale)
- Selected participants must be available for the entire program
- Must have a valid driver's license and a car.

Assemblywoman Tennille R. McCoy, proudly representing the 14th Assembly District, is delighted to extend an invitation to college and high school students for our Summer Internship Program. This exceptional opportunity offers valuable hands-on experience within a state Assembly office, allowing students to develop a deep understanding of district office operations and the legislative process.

Our program is thoughtfully designed to provide interns with comprehensive exposure to various aspects of our office's functioning. Throughout the internship, participants will engage in activities such as working closely with constituents, conducting community outreach, supporting community-based organizations, organizing civic events and projects, managing databases, and gaining insights into the workings of the legislature. As an intern, you will actively assist our dedicated staff with special events, constituent services, legislative initiatives, and general administrative duties, providing you with valuable insights into the creation and processing of laws within the legislature.

We encourage interested college students to take advantage of this incredible opportunity by applying for our 2026 Summer Internship Program. Interested candidates are required to submit their application materials electronically. Assemblywoman Tennille R. McCoy and the 14th Assembly District Office eagerly await the chance to work alongside you, fostering your professional growth and enriching your understanding of public service.

Program Eligibility:

- Applicants must be eligible to work in the U.S. and resident of the State of New Jersey
- Enrolled in a full-time accredited NJ undergraduate college, community college, or university.
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Key Responsibilities

- Excellent written and oral communication skills
- Strong organizational skills and ability to work with minimal supervision
- Critical thinking and creative problem solving

- Ability to manage multiple tasks and completing deadlines simultaneously
- Proficient in using Microsoft Word and Excel
- Active involvement in monitoring District and State issues, current events and relevant legislation
- Assist in research and planning of upcoming events and projects
- Provide accurate and complete information in response to constituent inquiries and community issues
- Assist with and maintain office procedures, routine correspondence, telephone inquiries and special projects
- Assist with responding to a variety of constituent inquiries and issues
- Fluency in other languages in addition to English is a plus

Interests/Areas of Study:

Preferred Majors: Social Sciences/Liberal Arts, Public Administration/Service, Political Science, Law, Government, Business Administration and Finance, Marketing, Communications,

Majors in all accredited disciplines are accepted and encouraged to apply.

All applicants must provide the following:

1. Completed application
2. Copy of a Résumé
3. Copy of your college transcript (unofficial transcripts are accepted)
4. Cover Letter
5. Letter of Recommendation

Apply Here: <https://forms.gle/f8AQW8vDd7TiuiJC7>

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All applications are due April 15th, 2026.