



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 Office of Senator Gopal, Assemblywoman Donlon and Assemblywoman Peterpaul

Internship Coordinator Olivia Knoop Coordinator's Phone / Email oliviaknoop14@gmail.com 732-704-3808

Main Office Address 766 Shrewsbury Ave, Suite 100, Tinton Falls, NJ 07724

Spring 2026 Internship? Y N # of Open Intern Positions for Spring 2026 5-10

Summer 2026 Internship? Y N # of Open Intern Positions for Summer 2026 5-10

Where will the internship be done?

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

Dates / Length of Internship about three months Required Hours/Week Depends on type of internship they apply for

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.)

Student Volunteer & Internship Application:

<https://forms.gle/JjRxpECb4eRC47ZGA>

Fellowship Application:

<https://forms.gle/B2mze5jYqdqtUATZ6>

We encourage you to review the attached materials carefully to determine which opportunity best aligns with your interests, availability, and academic goals. Once these forms are completed and reviewed by our office we will reach out to set up a phone interview.

Intern work areas: Clerical Research _____ Errands _____ Organizing

Please explain the work that will be required of the intern: Please see attached documents for more information regarding internship expectations

Will there be opportunities for the intern to observe:

Internal strategy sessions? X Legislative sessions? _____ Committee hearings? _____

Is the intern expected to work evenings and weekends? If so, please explain Occasionally we have events that interns can attend outside of office hours.

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

Public Service Intern Overview

Spend a semester or summer (~180 hours, about 15 hrs/week) gaining hands-on experience in communications, policy, and constituent service. Civic Interns take on meaningful projects, from helping with research and casework to supporting community events. When your schedule and availability align, you'll also join Lunch & Learn sessions, in-service trainings, and a Trenton Day visit, while building professional skills for future fellowships

Public Service Intern

- **Role:** Commit ~180 hours (~15 hrs/week over a semester or summer). This track is geared toward students ready for deep, structured engagement in communication, policy, and constituent work. Civic Interns contribute meaningfully to the office's projects while developing professional skills and preparing for potential advancement into fellowship roles.
- **Opportunities & Experiences:**
 - Work directly with constituents on problem resolution.
 - Shadow staff in policy and communications roles to see how decisions are made.
 - Participate in community engagement through events, hearings, and outreach projects.
 - Progress from baseline tasks to more advanced projects as reliability is demonstrated.
 - Take part in Lunch & Learn sessions, in-service trainings, and mentorship from staff to strengthen professional development.
 - Attend Trenton Day for direct exposure to state-level legislative work if aligns with your availability.
- **Responsibilities:**
 - Maintain a consistent weekly schedule and uphold professional standards.
 - Handle constituent calls and emails, draft replies using templates, and track concerns.
 - Conduct legislative and policy research with guidance from staff or fellows.
 - Input and manage constituent data in office systems with accuracy and confidentiality.
 - Support outreach and event logistics, including mobile office hours and community tabling.
- **Skills Developed**
 - Professional communication (public-facing)
 - Legislative and policy literacy
 - Data management and tracking systems
 - Critical thinking and applied research
 - Workplace collaboration and resilience

Community Intern Overview

An introduction to the fast-paced world of a legislative office. Community Interns handle phones, data entry, and outreach tasks, while gaining early exposure to civic life. You'll also participate in professional development, mentorship from staff, and community engagement opportunities that make this a strong first step into public service.

Community Intern

- **Role:** Commit ~75–100 hours (≈5–10 hrs/week, flexible with school requirements). This track is geared toward newer students exploring civic life who want introductory professional experience. Community Interns gain exposure to the workings of a legislative office while building foundational workplace and communication skills.
- **Opportunities & Experiences:**
 - Learn office operations, etiquette, and professional communication.
 - Gain introductory exposure to constituent contact (phones, emails).
 - Assist in community events, outreach activities, and tabling opportunities.
 - Observe the legislative process through guided exposure to constituent emails and bill lookups.
 - Build confidence by contributing to team projects in a supportive environment.
 - Take part in Lunch & Learn sessions, in-service trainings, and mentorship from staff for early professional development where it aligns with your availability.
- Responsibilities:
 - Perform data entry, phone coverage, and basic correspondence with constituents.
 - Support community outreach projects and event logistics.
 - Carry out smaller, defined tasks that contribute to daily office operations.
 - Follow office procedures on confidentiality, communication, and professionalism.
- Skills Developed:
 - Office etiquette and workplace communication.
 - Time management and accountability.
 - Teamwork in a professional setting.
 - Early exposure to civic and legislative processes.
 - Confidence in public and phone interactions.

Communications Fellow

- **Role:** Contributes to the office's external communications by shaping strategy, producing content, and engaging with media, while building expertise in message development and digital outreach.
- **Opportunities & Experiences**
 - Gain hands-on experience shaping the office's communications strategy and external messaging.
 - Hone persuasive and concise writing skills for different audiences and platforms.
 - Build professional confidence by engaging directly with media outlets and community partners.
 - Develop expertise in social media strategy, content scheduling, and online brand management.
 - Gain practice in managing multiple tasks, prioritizing deadlines, and coordinating projects as part of a team.
 - Deepen awareness of public issues by monitoring news trends relevant to the office's priorities.
- **Responsibilities:**
 - Handle constituent calls and emails, draft replies using templates, and track concerns.
 - Respond to phone calls, emails, and in-person inquiries from constituents with accuracy and professionalism.
 - Contribute to press releases, newsletters, website updates, and digital content while mentoring interns on best practices.
 - Ensure communications reflect the office's messaging and tone.
 - Provide coaching to interns on professional writing, message framing, and digital etiquette.
 - Manage and oversee social media content and engagement across platforms such as Twitter, Facebook, LinkedIn, and Instagram.
 - Generate content through digital communications tools, including Customer Relationship Management (CRM) platforms such as NationBuilder and Ebalst.
 - Monitor news sources for information relevant to members and their priorities
- **Skills Developed:**
 - Professional Communication
 - Message Strategy & Framing
 - Digital Media Management
 - Project Management
 - Adaptability

Constituent Services Fellow

- **Role:** Plays a key role in assisting residents with casework and connecting the office to the community through outreach events and mobile office hours, while developing expertise in constituent services and public engagement.
- **Opportunities & Experiences**
 - Build expertise in high-impact state programs that directly affect residents.
 - Strengthen communication skills by engaging with diverse communities during outreach events and mobile office hours.
 - Apply problem-solving to evaluate constituent needs and identify effective resources or solutions.
 - Gain hands-on experience in community outreach and event participation that connects government resources with public needs.
 - Develop case management strategies to resolve issues while protecting sensitive information.
 - Expand your professional network through collaboration with local organizations, advocacy groups, and state agencies.
- **Responsibilities:**
 - Handle constituent calls and emails, draft replies using templates, and track concerns.
 - Respond to phone calls, emails, and in-person inquiries from constituents with accuracy and professionalism.
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 - Serve as a program expert on key tax relief initiatives such as Stay NJ, ANCHOR, and Senior Freeze, ensuring accurate and clear information is shared with the public.
 - Track and help resolve constituent issues by overseeing casework systems to ensure timeliness, accuracy, and confidentiality.
 - Represent the office at mobile office hours, community tabling, and public events that bring services directly to residents.
 - Oversee constituent communications, including outreach mailings and informational materials.
 - Support interns in building empathy, communication skills, and problem-solving abilities in a public service setting.
- **Skills Developed:**
 - Interpersonal Communication
 - Data Management
 - Problem-Solving
 - Attention to Detail
 - Leadership in Public Service

Policy Fellow

- **Role:** Supports the office's policy work by researching legislation, preparing memos, and attending state proceedings, while deepening knowledge of the legislative process and policy analysis.
- **Opportunities & Experiences**
 - Gain firsthand exposure to the legislative process by attending committee hearings, voting sessions, and staff meetings.
 - Observe and engage with legislators, staffers, and advocates in professional settings.
 - Build expertise in breaking down complex bills into clear, actionable insights.
 - Strengthen professional writing skills through memos, summaries, and policy analysis.
 - Apply critical thinking to evaluate policy issues, draw conclusions, and propose informed recommendations.
 - Exposure to legislative staff, elected officials, and advocacy groups.
- **Responsibilities:**
 - Handle constituent calls and emails, draft replies using templates, and track concerns.
 - Respond to phone calls, emails, and in-person inquiries from constituents with accuracy and professionalism.
 - Conduct policy research and data analysis, ensuring outputs are accurate, well-organized, and staff-ready.
 - Track the progress of state legislation and prepare legislative summaries
 - Draft policy memos and briefings for staff, with opportunities for work to go directly to members.
 - Participate in staff meetings with policy staffers and legislators to provide research-based support.
 - Assist in monitoring committee meetings in Trenton, offering direct support to the principal and staff.
 - Attend voting sessions to help document proceedings and follow policy outcomes.
 - Provide guidance to interns on research methods, memo preparation, and legislative tracking.
- **Skills Developed:**
 - Research & Analysis
 - Public Policy Expertise
 - Written Communication
 - Critical Thinking
 - Exposure to Legislative Networks & Processes

Student Volunteer Overview

Looking to complete school service hours or try a short-term civic experience? Student Volunteers sign up for 2-hour shifts (first come, first served, not guaranteed) to help with office tasks, mailings, phones, or community events. This flexible opportunity gives you a taste of public service while building basic workplace and teamwork skills.

Student Volunteer

- **Role:** This track is designed for students seeking school service hours or short-term volunteer opportunities. Student Volunteers help with office and community projects that make a real impact while gaining introductory workplace skills in a professional setting. Shifts are 2 hours at a time, with a limit of up to 4 hours per week. Scheduling is filled on a first-come, first-served basis and is not guaranteed.
- **Opportunities & Experiences:**
 - Complete school service hours in a professional, civic-focused environment.
 - Contribute to meaningful community projects while learning the basics of office work.
 - Observe how an office interacts with constituents and the public.
 - Participate in selected Lunch & Learn sessions or in-service trainings when schedules align.
- **Responsibilities:**
 - Sign up for available 2-hour shifts and arrive on time.
 - Assist with mailings, phones, event setup, and community tabling.
 - Support staff with simple office projects.
 - Follow office standards for professionalism, confidentiality, and teamwork.
- **Skills Developed:**
 - Responsibility and punctuality
 - Teamwork and collaboration
 - Basic office and organizational skills
 - Communication in a professional setting
 - Early exposure to civic and community engagement