

## RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization \_\_New Jersey Fifth District Legislative Office\_\_

Internship Coordinator \_Von Purnell Jr\_\_ Coordinator's Phone / Email district5@njleg.org\_(856)853-2960\_\_

Main Office Address \_\_231 Market Street Camden,NJ\_08102\_\_208 White Horse Pike, Suite 13 Barrington, NJ 08007\_\_608 N. Broad Street, Suite 200 Woodbury, NJ 08096\_\_

Spring 2026 Internship? Y **N** # of Open Intern Positions for Spring 2026 \_\_\_\_0\_\_\_\_

Summer 2026 Internship? **Y** N # of Open Intern Positions for Summer 2026 \_\_\_\_TBD\_\_\_\_

Where will the internship be done?

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

Dates / Length of Internship \_June 1 – August 1\_\_ Required Hours/Week \_\_\_\_10-20 hours\_\_

Is there a salary or stipend? Y N If so, how much? \_\_\_\_TBD\_\_

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

\_\_\_\_ interested candidates will email a resume and cover letter to district5@njleg.org\_\_\_\_

Intern work areas: Clerical \_\_X\_\_ Research \_\_X\_\_ Errands \_\_X\_\_ Organizing \_\_X\_\_

Please explain the work that will be required of the intern: \_\_interns will be expected to assist with clerical work, answer constituent phone calls, reorganizing documents, researching and presenting on legislation

Will there be opportunities for the intern to observe:

Internal strategy sessions? \_\_X\_\_ Legislative sessions? \_\_X\_\_ Committee hearings? \_\_X\_\_

Is the intern expected to work evenings and weekends? If so, please explain. \_\_\_\_generally no, unless there is a community tabling event on a weekend. However, interns will be notified well in advance\_\_\_\_

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