

RIPPAC Internship Guide – Summer 2026

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

Name of Company / Association / Organization Laura Bishop Communications

Internship Coordinator Jessica Reyes **Coordinator's Phone / Email** jessica@laura-bishop.com / 908-268-9355

Location of Main Office Cherry Hill, NJ **# of Summer 2026 Interns Accepted** 1

Where will the internship be done?

In the main office Remotely (student works from home)
 Combo At-home & In-Office (Client Visits)

Dates / Length of Summer 2026 Internship June-August **Required Hours/Week** 20

Is there some type of salary or stipend? yes **If so, how much?** \$20/hour

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

- Email resume and cover letter to Jessica Reyes by April 30, 2026.
- See job description below for details.

Intern work areas: Clerical Research Errands Organizing

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

Job Summary:

Laura Bishop Communications (LBC) is seeking a summer intern to support bond referendum communications for public school districts in New Jersey. This internship is designed for an undergraduate or graduate student with a strong interest in political campaigns, public policy, and community engagement. The intern will assist with research, messaging, community outreach materials, and campaign planning for referenda clients. This is a hands-on opportunity to gain experience in informational campaigns while working alongside a communications firm that has carved a niche in bond referenda.

Reports to: Vice President of School Votes

Duties/Responsibilities:

- Assists with research related to school bond referenda trends and history.
- Supports referendum teams, including:
 - Writes and edits campaign materials, including key messages, talking points, FAQs, and informational materials.
 - Assists with organizing and preparing materials for citizen-heavy Referendum Communications Committee meetings, community forums, and board presentations.
 - Visits clients on-site and attends meetings/forums.

- Tracks media coverage, community feedback, and campaign website and social media metrics to guide campaign messaging.
- Provides administrative and logistical support to referendum teams as needed.

Required Skills/Abilities:

- Team player – open to feedback and useful criticism from colleagues as well as guidance from Account Managers; willingness to pitch in to help fulfill all clients’ marketing communications/public relations missions, plans and timelines.
- Advanced writing skills – with a pesky eye for grammar – and the willingness to learn and grow.
- Ability to manage multiple projects simultaneously, pivoting as necessary to meet deadlines.
- Self-motivated – able to work independently; proactive and driven to bring original ideas to the table and think “big picture.”
- Detail-oriented – can retain and maintain accurate documents and files for clients and Laura Bishop Communications; can maintain detailed, daily record of time.
- Innovative – has an eye on trends in the field and is willing to offer out-of-the-box approaches to meet clients’ communications goals.
- Visually inclined – can visualize and identify opportunities for improved graphics across various mediums.
- Bilingual skills are a plus.

Education and Experience:

- Current undergraduate or graduate student enrolled in college.
- Coursework or experience related to political science, public policy, communications, or public relations preferred.
- Previous campaign experience is a plus but not required.

Additional Requirements:

- Basic computer skills, including an understanding of the Microsoft Office suite, and willingness to learn additional applications as necessary.
- Valid driver's license and auto insurance.
- Travel by personal vehicle is required to attend client meetings and events (including some evenings), as well as monthly staff events.

Position type and hours of work:

- Basic hours of operations are Monday through Thursday; 20 hours total per week.
- Work from your home office and attend periodic in-person meetings, sometimes in the evenings. You are responsible for equipping your home office and ensuring reliable internet and phone service.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodation.

- While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch or crawl; talk or hear.

- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to lift as much as 25 pounds at times.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

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.

- Basic hours of operations are Monday through Thursday; 20 hours total per week.
- Work from your home office and attend periodic in-person meetings with the LBC crew and clients, sometimes in the evenings.

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

Laura Bishop Communications is a communications firm that has carved a niche in public education, with expertise and success in bond referenda communication and community engagement. LBC’s experience in bond referenda is unmatched in New Jersey. We have worked as an integral part of school district teams in nearly 100 referendum communications campaigns, with an 86% success rate. Those campaigns have engaged voters and secured state aid to help fund significant improvements to public schools statewide.

An intern who is interested in political science, public policy, communications and/or public relations would work beside our experienced team on upcoming referenda and projects that would shape LBC’s strategies for voter engagement. This internship is best suited for students who are detail-oriented and have strong writing skills, a willingness to learn, and an interest in the intersection between communications and political campaigning.