



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: **Orange Democratic Committee**

Internship Coordinator **Chairwoman Antoinett Hall** _____ Coordinator's Phone / Email
anotinett.hall@gmail.com/323-427-6146 _____

Main Office Address **260 Main Street West Orange, NJ**
07052 _____

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

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

Where will the internship be done?

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

Dates / Length of Internship **3/26-5/15** _____ Required Hours/Week
2 _____

Is there a salary or stipend? Y N **x** If so, how much? _____ **x** _____

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

The process is an interest in civic engagement, and how local government and policies operate in different municipalities. Candidates are asked to write a two-page essay on what they hope to learn from this process.

Intern work areas: Clerical **x** Research _____ Errands _____ Organizing **x** _____

Please explain the work that will be required of the intern: **The work required is basic note-taking, looking up laws when it comes to local government and the electoral process. They are also invited to it in on committee meetings so they have an understanding of the governance and proceedings,** _____

Will there be opportunities for the intern to observe:

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

Is the intern expected to work evenings and weekends? If so, please explain. Committee meetings are held on Saturdays

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

N/A