



ASSEMBLYWOMAN MARISA SWEENEY

NEW JERSEY ASSEMBLY | 25TH LEGISLATIVE DISTRICT

Legislative Internship Job Description

SUMMARY

The Office of Assemblywoman Marisa Sweeney is currently accepting applications for our Fall 2026 Internship Program. We provide our interns with a wide variety of experiences, so they will work on tasks in some or all of these areas:

Legislative Research: tracking bills, researching and analyzing policy issues

Constituent Services: responding to emails/letters, assisting residents with state agency issues, researching constituent groups

Administrative Tasks: updating databases, logging and organizing constituent emails, assisting with office logistics

Communications: developing social media content, drafting press releases, composing newsletters

Event Support: assisting with in-district events and community outreach

Field Trips: The State House, others

This position requires attention to detail, good communication and writing skills, flexibility, and a strong work ethic.

TIME COMMITMENT

- 10-15 hours/week (with flexibility depending on schedules)
- Workdays are generally Tuesday, Wednesday, and Thursday

START DATE

- September 15 or later

APPLICATION DEADLINE

- Rolling

EXPERIENCE LEVEL

- Entry level

SALARY

- Unpaid

To apply for this position, please send an email to Deborah Maclean, dmaclean@njleg.org with a cover letter, resume, and writing sample.