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 Spring 2027 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

- 8-15 hours/week (with flexibility depending on schedules and university requirements for credit)
- Workdays are generally Tuesday, Wednesday, and Thursday

START DATE

- The start of the semester

APPLICATION DEADLINE

- Rolling

EXPERIENCE LEVEL

- Entry level

SALARY

- Unpaid

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