



## RIPPAC Spring / Summer Internship Guide – 2026

**Please complete and EMAIL as soon as possible to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)**

Name of Office / Association / Organization \_\_\_\_ 10<sup>th</sup> District Legislative Office of New Jersey\_\_\_\_\_

Internship Coordinator \_\_\_\_ Kate Hirsch\_\_\_\_\_ Coordinator's Phone / Email \_732-245-7922 (cell)

Main Office Address \_\_\_\_ 852 Route 70, Brick NJ 08724\_\_\_\_\_

**Spring** 2026 Internship? Yes # of Open Intern Positions for Spring 2026 \_\_\_\_ 3\_\_\_\_\_

**Summer** 2026 Internship? Yes # of Open Intern Positions for Summer 2026 \_\_\_\_ 3\_\_\_\_\_

Where will the internship be done?

Office (In-person) and Hybrid depending on location of intern

Dates / Length of Internship \_\_\_\_ One Semester\_\_\_\_\_ Required Hours/Week \_\_\_\_ flexible\_\_\_\_\_

Is there a salary or stipend? No If so, how much? \_\_\_\_\_

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

Please send an email to Kate Hirsch at [khirsch@njleg.org](mailto:khirsch@njleg.org) which includes a resume and contact information

Intern work areas: Clerical  Research  Errands  Organizing

Please explain the work that will be required of the intern: The 10th Legislative District Office is seeking motivated and engaged interns to join our team. This internship offers hands-on experience in **research, policy development, and social media content creation**, providing valuable insight into the legislative process and public service.

Will there be opportunities for the intern to observe:

Internal strategy sessions?  yes  Legislati<sup>ve</sup> sessions?  yes  Committee hearings?   
 yes

Is the intern expected to work evenings and weekends? If so, please explain. There are opportunities to attend evening events but they are not mandatory.

Do you have any suggestions for the applicants? (Please use additional pages if necessary) We are looking for highly motivated individuals who are eager to engage and learn about politics and government processes. Prior experience is not necessary.