

## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization The Aubrey Group

Internship Coordinator Connor Schmiegel Coordinator's Phone / Email 856-535-1009 /

[cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org)

Location of Main Office Camden, NJ # of Summer 2025 Interns Accepted 1 (Grant Research Analyst Intern)

Where will the internship be done?

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

Dates / Length of Summer 2025 Internship June-August Required Hours/Week 15/week minimum  
No more than 20/week

Is there some type of salary or stipend? Yes If so, how much? \$15/hour

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

Interested interns should send their resume and most applicable writing sample(s) to [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org).

Intern work areas: Clerical  Research  Errands  Organizing

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

- Learn internal Grant Research and Writing procedures.
- Report to AG Project Manager and research and summarize federal, state, and local grants, public policy, regulations, practices, and programs, as well as foundation funding sources, including legislative initiatives, budget appropriations, and government agency budgets.
- Research and evaluate new grant opportunities based on broad client needs and prepare summaries of grant program requirements.
- Author application content such as work plans, narratives, budgets, letters of support, etc.
- Perform clerical work as necessary, such as data entry and collection.
- Assist with quality control and copy editing on application content prepared by our team of writers.
- Participate in client meetings and attend various events that include local elected officials and government professionals.
- Assist the Grants Team with preparing monthly Status Reports and other materials as needed for clients.
- Post social media updates and author weekly newsletter content.
- Enhance internal databases and operations.

Will there be opportunities for the intern to observe:

Internal strategy sessions?  Legislative sessions? \_\_\_\_\_ Committee hearings? \_\_\_\_\_

Is the intern expected to work evenings and weekends? If so, please explain.

Interns will not be required to work evenings and weekends, but AG does utilize a flex / hybrid model to allow interns to work hours that are more complementary to their availability. Please note that while we are flexible with hours, interns are expected to plan their hours as close as possible to being within the 9 a.m. to 5 p.m. time frame.

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

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# Grants Research Analyst Intern

The Aubrey Group – Camden, NJ (Hybrid)  
Summer/Fall 2025 Internship Description



The Aubrey Group is seeking creative interns to join our Grants team. This post is an excellent fit for young professionals looking to increase their understanding of local government, state and federal departments, regulatory compliance, nonprofit management, and grant seeking. We welcome candidates who are passionate about the impact that thoughtfully designed strategic programming can have on communities and who share in our values of kindness, curiosity, and diligence. Our interns will learn grant writing and program development, and develop expertise in specific subject areas. Interns will be expected to report to our Camden, NJ office with a hybrid schedule in place for virtual workdays.

This internship is a great opportunity for students seeking exposure to all aspects of government and the intersections of the public and private sectors. Our clients include local governments (cities and towns), housing authorities, labor unions, institutions of higher education, utility authorities, nonprofits, and for-profit businesses. Additionally, we submit applications for our clients to all federal and state agencies as well as various foundations. This allows our team to become experts in transportation, environment, infrastructure, energy, public safety, and more. This is a valuable opportunity for students interested in public administration or public policy.

## Internship Responsibilities

- Learn internal Grant Research and Writing procedures.
- Report to AG Project Manager and research and summarize federal, state, and local grants, public policy, regulations, practices, and programs, as well as foundation funding sources, including legislative initiatives, budget appropriations, and government agency budgets.
- Research and evaluate new grant opportunities based on broad client needs and prepare summaries of grant program requirements.
- Author application content such as work plans, narratives, budgets, letters of support, etc.
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**Internship Coordinator:** Connor Schmiegel

**Coordinator's Contact Information:** 856-535-1009 / [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org)

Interested interns should send their resume and most applicable writing sample(s) to [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org).

**Location of Main Office:** Camden, NJ

**Where will the internship be done?**

✓ Combination At-home & In-Office (Hybrid)

**Number of Summer 2025 Grant Interns Accepted:** 1 Grant Research Analyst Intern

**Length of Internship:** June - August 2025 or September-December 2025

**Required Hours & Pay:** 150-200 hours over a minimum of 10 weeks between May and August. Interns are required to work a minimum of 15 hours and no more than 20 hours per week at a rate of \$15/hr.

**Intern work areas:** Clerical  Research  Writing

**Observation Opportunities:**

Internal strategy sessions  Client Meetings & Events  Municipal Council meetings

**Desired majors:**

Social Science or Humanities major, such as Political Science, Sociology, English Literature, Government, Philosophy, etc.

**Hours of Operation & Evening/Weekend Hours:** AG operates Monday through Friday, 9 a.m. to 5 p.m.

Interns will not be required to work evenings and weekends, but AG does utilize a flex / hybrid model to allow interns to work hours that are more complementary to their availability. Please note that while we are flexible with hours, interns are expected to plan their hours as close as possible to being within the 9 a.m. to 5 p.m. time frame.

**Company Background + Culture**

The Aubrey Group specializes in providing services such as grants-based development, nonprofit development, HUD program management, marketing and branding, and compliance and Standard Operating Procedures development. Our team members are expert storytellers, precise writers, and big-picture thinkers. Our grants-based development department offers public policy research, grant writing, and grant program development services to public entities, nonprofits, and private businesses. Formed in 2015, The Aubrey Group is quickly expanding with a reputation for high-caliber consulting services grounded in the values of kindness, curiosity, and diligence. At the Aubrey Group, our team creates content for and facilitates the submission of competitive funding proposals, licensure processes, and tax credit applications. Our clients are working on the front lines of urban development and rural preservation. The problems that they face are interesting and important, and our consultants are passionate about helping them design and fund innovative solutions.

We understand our work on individual projects in connection to the big picture – who we are as a country and a community, what we owe to each other, and how we can work together to accomplish our shared goals. We see our time spent on work as an important piece of our overall fulfillment, and we strive to build a workplace that enriches, challenges, and supports every member of our team. Our firm believes that building diversity into the foundation of how we do business creates a more fulfilling workplace and allows us to better serve our clients. We take responsibility for developing a workplace that is attractive to, and supportive of, individuals from diverse backgrounds. This includes but is not limited to people of color, people who have experiences with disability, LGBTQ folks, people with experiences with immigration, those who honor diverse religious traditions, and individuals from poor and working-class backgrounds. We also value diversity of professional, educational, and technical backgrounds. ***Please visit our website at [www.theaubreygroup.org](http://www.theaubreygroup.org) to learn more!***