

RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization Women’s Political Caucus of NJ – Gov’t Relations & Advocacy Intern

Internship Coordinator Megan Hutton Coordinator’s Phone / Email info@wpcnj.org

Main Office Address On site-portion located in Trenton and various other NJ counties

Spring 2026 Internship? Y **N** # of Open Intern Positions for Spring 2026 N/A

Summer 2026 Internship **Y** N # of Open Intern Positions for Summer 2026 N/A

Where will the internship be done?

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

Dates / Length of Internship May 11, 2026 – June 25, 2026 Required Hours/Week N/A

Is there a salary or stipend? **Y** N If so, how much? \$2,500 scholarship stipend

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

Application Deadline: April 10, 2026. Interested candidates: please send your resume along with a summary on why you are interested in interning with the Women’s Political Caucus to Megan Hutton at info@wpcnj.org. Kindly put WPC Internship in the subject line.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: The Government Relations & Advocacy Intern will: research legislation and regulatory comments as needed on legislative issues; attend state committee meetings and hearings; monitor state legislation; update legislator information and maintain databases; assist with planning and implementation of the WPCNJ PAC Event; attend and assist at events; create and share content, including posts, videos, and graphics, that resonate with our audience across social platforms; and other related/comparable duties as assigned.

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. N/A

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*
(cont. on page 2)

- Currently enrolled at an undergraduate or graduated college/university with a minimum of 60 credits
- Basic understanding and interest in advocacy, government relations, public policy & legislative procedure strongly encouraged
- Interest in nonprofit and women empowerment
- Strong interest in project management in nonprofit environments
- Strong computer skills and proficiency using Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint, etc.).
- Strong verbal and written communications skills including proofreading, copy editing, writing, and oral communication skills
- An ability to manage time appropriately.
- Flexibility, good judgement, attention to detail
- Willingness & ability to travel to Trenton & other parts of New Jersey
- A successful candidate will work both independently and collaboratively as well as an eagerness to learn



WPCNJ INTERNSHIP OPPORTUNITY

POSITION TITLE: Government Relations & Advocacy Intern

START/END DATE: May 11, 2026 through June 25, 2026

ORGANIZATION: Women's Political Caucus of New Jersey

WORK REQUIREMENTS: Part-time

SALARY: \$2,500 Scholarship Stipend

LOCATION: This internship is a hybrid model, on site-portion located in Trenton and various other NJ counties.

ORGANIZATION PROFILE:

The Women's Political Caucus of New Jersey is dedicated to increasing women's participation in the political process, increasing the number of women in elected and appointed office, protecting reproductive freedom, and creating a women's political power base to achieve equality for all women.

LEARNING OUTCOMES:

- Understand the inner workings of Trenton government relations, public policy, and advocacy systems.
- How to execute and manage advocacy strategies
- How to build and manage meaningful relationships with key stakeholders
- How to develop stewardship communication skills

DUTIES AND RESPONSIBILITIES

The Government Relations & Advocacy Intern will:

- Research legislation and regulatory comments as needed on legislative issues.
- Attend state committee meetings and hearings

- Monitor state legislation
- Update legislator information and maintain databases
- Assist with planning and implementation of the WPCNJ PAC Event
- Attend and assist at events
- Create and share content, including posts, videos, and graphics, that resonate with our audience across social platforms.
- Other related/comparable duties as assigned.

QUALIFICATIONS:

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