

Internship Description

The New Jersey State League of Municipalities (NJLM) is pleased to offer a temporary paid internship position.

NJLM is New Jersey's association of municipalities, and currently represents all 565 municipalities at the State Legislature, before the state executive branch and regulatory agencies, to the media, public and in the courts. NJLM provides members with a wide array of other services, including legal assistance, individualized inquiry service, assistance in municipal labor relations, technical assistance and training, policy development, research and analysis, publications, informational and service programs, online resource centers and advisory services. NJLM headquarters are located in Trenton.

Work Description:

The core work will be associated with collecting and inputting data from current Police and Fire contracts. Opportunities will also be available to complete other work functions and participate in legislative experiences as time permits. This other work may include: review and redesign of NJLM publications; Annual Conference productions and follow-up work with external partners; back-end website maintenance; attendance at committee meetings based on opportunities; and exploration of the use of other skills to generate content for NJLM's website, social media profiles and magazine.

Graduate and undergraduate juniors and seniors attending an accredited college or university with a concentration in Public Policy, Public Administration or Political Science, or other related field, are encouraged to apply. Interested interns should expect to work approximately 8-10 hours per week. Specific week days and times are flexible based on the applicant's course schedule. Applicants will be working in a professional office environment, and as such should have strong communication and interpersonal skills. Applicants must have knowledge of Microsoft Word, Outlook and Excel, and preferably Microsoft Access. The rate of pay for this position is \$10.00 per hour.

Internship Employment Term:

Starting: January 15, 2019

Ending: April 25, 2019

Job Location:

New Jersey State League of Municipalities is located at 222 West State Street, Trenton, NJ 08608. Parking is provided at a gated lot located at the corner of Calhoun and Hanover Street, one-half block from the job location.

Interested applicants may send a resume to:

Taran B. Samhammer, Research & Innovation Manager, at tsamhammer@njslom.org or 222 West State Street, Trenton, NJ 08608. Application deadline is October 5.

Application Deadline

October 5, 2018