



WPCNJ INTERNSHIP OPPORTUNITY

POSITION TITLE: Government Relations & Advocacy Intern

START/END DATE: May 12, 2025 through June 27, 2025

ORGANIZATION: Women's Political Caucus of New Jersey

WORK REQUIREMENTS: Part-time (approx. 20 hours)

SALARY: \$400 per week

LOCATION: This internship is a hybrid model, on site-portion located in Trenton, NJ

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 on June 12.
- 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:

- 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.
- Demonstrated professionalism and maturity
- Flexibility, good judgement, attention to detail
- Must have a car and/or mode of transportation to travel to Trenton
- A successful candidate will work both independently and collaboratively as well as an eagerness to learn

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. Thank you