



NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625

NOTICE OF INTERN POSITION – New Jersey Israel Commission

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ISSUE DATE: April 28, 2021 CLOSING DATE: May 12, 2021  
DIVISION: Office of the Secretary of State POSTING # STA-2021-005  
33 West State St, Trenton, NJ 08625  
TITLE: Intern – New Jersey Israel Commission (Unpaid)

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**About the New Jersey-Israel Commission:** The mission of the New Jersey-Israel Commission is to foster economic, scientific, educational and cultural ties with the State of Israel, one of New Jersey's most important trading partners. The Commission was established in 1989 to implement the goals of New Jersey's Sister State agreement with Israel - to promote the development of trade, culture and educational exchanges; encourage the development of capital investment and joint business ventures; and foster a spirit of cooperation between the citizens of the State of Israel and the State of New Jersey. The Commission is overseen by an Executive Director and is comprised of eight state legislators and 77 public members who are appointed by the Governor. The Commission is managed administratively under the New Jersey Secretary of State.

**Description and Responsibilities** Unpaid summer internship program to assist with research, special projects, writing and editing official documents, and coordination with Commission Members and potentially the public and other state officials. Helping to prepare for events and Commission programs including management on zoom in addition to designing invitations and graphics as well as editing text for social media posts. Creatively thinking about ways to enhance the Commission and strengthen its mission.

**Qualifications:** Current undergraduate college student either holding residency or studying in New Jersey that will be earning college credits for the internship. Academic or professional background in government, international relations, Middle East studies, or similar. Excellent writing skills, passion for foreign policy and U.S.-Israel relations, social media experience, specifically Twitter, self-motivated and independent, strong critical thinking skills and curiosity to learn and basic graphic design skills (preferred).

**Background Check:** Willingness to undergo a background check.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with resume by the closing date to be considered for the position to Executive Director Andrew Gross at [Andrew.Gross@sos.nj.gov](mailto:Andrew.Gross@sos.nj.gov)

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