

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

NOTICE OF INTERN POSITION – Office of the Secretary of State

ISSUE DATE: September 14, 2021 CLOSING DATE: September 28, 2021
DIVISION: Office of the Secretary of State POSTING # STA-2021-029
33 West State St, Trenton, NJ 08625
TITLE: Intern – Office of the Secretary of State (Unpaid)

The New Jersey Department of State is accepting resumes for unpaid internship opportunities. Interns must be eligible to receive academic credit for work completed.

OPEN TO: This internship is open to college-level students who may be interested in a career in public service or state government. Interns will gain on-the-job training that complements their educational background and potential career path, while supporting the function and goals of the Department of State.

DESCRIPTION AND RESPONSIBILITIES: Assists full-time staff in various areas of research and planning, preparing information and research materials; may assist in supporting the Secretary of State's daily schedule and responsibilities; will participate in office outreach as needed; may assist in various projects related to elections, communications, and civic engagement and may develop media posts, social media plans, and conduct research projects.

KNOWLEDGE AND SKILLS: Excellent communication, research, and/or writing skills, interest in public service or state government; knowledge of basic computer systems, such as Microsoft Word, Excel, PowerPoint, etc.; ability to work independently and/or with some supervision.

DURATION OF INTERNSHIP: The internship will last for the Fall- 2021 Semester

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 Anastasia.Blasi@sos.nj.gov

The New Jersey Department of State is an Equal Opportunity Employer