THE REBOVICH INSTITUTE FOR NEW JERSEY POLITICS
Summer 2016 – Internship Form

Please complete this form and FAX back to (609) 896-7762

(1) Name of Company / Association / Organization  Assemblyman Herb Conaway

(2) Intern Coordinator  Nicole Sutterley

(3) Location of Internship  District office in Delran, NJ

(4) # of Summer 2016 Interns Accepted  1 - 5

(5) Length of Summer Internship  April - August

(6) Required Hours/Week  10 - 20 (flexible)

(7) Is there some type of salary or stipend?  N/A

(8) If so, how much?

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

   Complete application & return via email with an updated resume and cover letter. Please email nsutterley@njleg.org for application

(10) Intern work areas:  Clerical  ✓  Research  ✓  Errands  ___  Organizing  ___

(11) Please explain the work that will be required of the intern.  Research assignments for legislation and policy development, constituent case work, organizing community & outreach events, general office duties, answering phone, fax, email, writing assignments.

(12) Will there be opportunities for the intern to observe:

   Internal strategy sessions?  ✓  Legislative sessions?  ___  Committee meetings?  ___

(12) Is the intern expected to work evenings and weekends?  If so, please explain.  No evenings & possible community events on the weekend

(13) Do you have any suggestions for applicants?  Let us know why you're interested in Legislative District 7!!

Please attach additional pages if necessary.
Assemblymen
Herb Conaway, M.D.
and
Troy Singleton

District Office Internship & Fellowship Program

DESCRIPTION
Qualified applicants have the opportunity to work in Assemblymen Herb Conaway, M.D. and Troy Singleton's district office. Interns and Fellows will participate in a structured program with many opportunities to learn about constituent service, community outreach, and the legislative process. Interns and Fellows will support staff with executing events, providing constituent service, and assisting with other projects related to the general administrative duties of the office.

REQUIREMENTS
- Interest in local, state, and/or federal government
- Excellent written and oral communication skills
- Strong organizational skills
- Strong research and computer skills
- Ability to work with others in a team-oriented environment
- Ability to work with minimal supervision
- Access to reliable transportation

HOW TO APPLY
An application may be submitted by sending it by email to Nicole Sutterley, Legislative Aide, at nsutterley@nileg.org or by sending it to him by mail at 8008 Route 130 North, Building C, Suite 450 Delran, NJ 08075.
Assemblymen Herb Conaway, M.D. and Troy Singleton
District Office Internship & Fellowship Program Application

Last Name: ___________________ First Name: ___________________

School: _______________________

Local Street Address: _________________________

Local City, State, ZIP: _________________________

Cell Number: ___________________ Email: _______________________

Why are you interested in this opportunity? ____________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

What skills and personal experience would enable you to succeed in the position? _______________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please list your availability below:

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

How many total hours will you be available to commit each week _______________________

An application may be submitted by sending it by email to Nicole Sutterley, Legislative Aide, at nsutterley@njleg.org or by sending it to him by mail at 8008 Route 130 North, Building C, Suite 450 Delran, NJ 08075.

Printed in-house by the office of
Assemblymen Herb Conaway, M.D.
and Troy Singleton