



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

NOTICE OF INTERN POSITION – Office of the Secretary of
State, New Jersey Business Action Center

ISSUE DATE:	April 25, 2022	CLOSING DATE:	May 20, 2022
DIVISION:	New Jersey Business Action Center 33 West State St, Trenton, NJ 08625	POSTING #	STA-2022-???
TITLE:	Intern – New Jersey Business Action Center (Unpaid)		

The New Jersey Business Action Center 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, state government or international trade. Interns will gain on-the-job training that complements their educational background and potential career path, while supporting the function and goals of the New Jersey Business Action Center.

DESCRIPTION AND RESPONSIBILITIES: Assists full-time staff in various areas of research and planning, preparing information and research materials; social media and may assist in supporting the day-to-day activities in supporting businesses of all sizes in New Jersey to grow and thrive. Will participate in office outreach as needed; may assist in various projects related to issues that impact businesses across the state, including but not limited to the new ban on plastic bags and polystyrene foam; international trade export activities 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.; advanced knowledge of programs such as Salesforce or SEO is a plus. Also have the ability to work independently and/or with some supervision.

DURATION OF INTERNSHIP: The internship will last for the Summer Semester 1 and 2 of 2022

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 Melanie.Willoughby@sos.nj.gov

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