

The New Jersey Governor's Office is looking for a Fall 2023 intern for their Communication Department.

Interns are expected to work in person 2-3 days a week, between the hours of 9am-5pm, at a rate of \$15/hour. Interns will work out of the Governor's Office in Trenton, NJ. Interns can craft a schedule that fits their availability, and they will be expected to be present on their scheduled days. If you are looking to receive college credit as well, we can work with you to meet your school's requirements. The Governor's Office requires a minimum of 16 hours per week. Interns will learn about and work with the branches of government, as well as the day-to-day operations of the Governor's office.

Day-to-day tasks include:

- Assisting with daily clips/news articles
- Helping craft press releases
- Opportunities to assist with social media content
- Q&A/Audio Summaries
- Interns have the opportunity to attend and staff public events
- Various Projects: (The Communications Team requires information, data, and research to execute and maintain the Governor's public schedule. Interns play a critical role in gathering information and upkeeping critical resources.)

**Please refer all applicants to me, Natalie Hamilton, at [Natalie.hamilton@Nj.gov](mailto:Natalie.hamilton@Nj.gov)** the internship supervisor, and advise them to include their resume and their weekly availability.