



NEW JERSEY BUSINESS  
& INDUSTRY ASSOCIATION  
[www.njbia.org](http://www.njbia.org)

## Fall 2021 Government Affairs Internship Opportunity

Located in Trenton, NJBIA provides information, services, and advocacy to its member companies to build a more prosperous New Jersey. As the nation's largest statewide employer association, NJBIA represents one million jobs in New Jersey. Currently, NJBIA is accepting applications for a government affairs internship starting in September 2021.

NJBIA is seeking interns, to join our Government Affairs team, who have strong research and writing skills, a basic understanding of governmental processes, and an interest in New Jersey politics. Selected interns are financially compensated for their hours worked: undergraduate students receive \$13.00/hour and graduate students receive \$16.00/hour. The association also works with interns to secure academic credit, if applicable.

### **Responsibilities include, but are not limited to:**

- Assisting in policy and economic research;
- Assisting in quantitative and qualitative research;
- Assisting in the development of educational materials on high-priority legislative issues;
- Attending state legislative committee meetings;
- Monitoring state and federal legislation and regulatory issues;
- Drafting correspondence and policy positions;
- Maintaining databases;
- Attending and assisting at events.

### **Qualifications:**

- An undergraduate junior/senior or a graduate student majoring in Political Science, Government Affairs, Public Policy, Business, Economics or related disciplines;
- Proven success in research methods and/or economics course(s);
- A strong interest in research;
- Proficiency in state/federal database navigation;
- Proficiency in excel;
- Excellent verbal and written communication skills;
- Ability to work well independently and in a team atmosphere;
- Must have the ability to complete work in a timely manner;
- Must be well-organized and highly reliable.

Interns will report to the Chief Government Affairs Officer. Please apply for the fall internship program at <https://www.njbia.org/internship-application> by Friday August 6th. A cover letter, resume, writing sample, and three recommendation letters are required. Students should indicate the research methods and/or economics courses taken in their cover letter.

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