

JOIN OUR TEAM!

This exceptional opportunity offers valuable hands-on experience within a state Assembly office, allowing students to develop a deep understanding of district office operations and the legislative process.



ASSEMBLYWOMAN TENNILLE R.

McCoy



@Assemblywoman
Tennille McCoy



@aswmccoy



@aswtennillermccoy



INTERNSHIP APPLICATIONS OPEN!

Key Responsibilities

- Conduct research on current & proposed legislation.
- Advance the Assemblywoman at events, including drafting talking points, taking photos/videos, and generating posts for social media.
- Monitor District and State issues and current events.
- Assist in research and planning of upcoming events and projects.
- Assist with and maintain office procedures, routine correspondence, telephone inquiries.
- Assist with responding to constituent inquiries & issues.

How to Apply

- **Send the following materials to aswmccoy@njleg.org** with "Internship Application" as the subject line:
 - Résumé
 - Copy of your college transcript
 - Cover Letter
 - Letter of Recommendation

Desired Skills

- Reliable means of transportation and night/weekend availability as needed.
- Excellent written and oral communication skills
- Strong organizational skills and ability to work with minimal supervision
- Critical thinking and creative problem solving
- Ability to manage multiple tasks and completing deadlines simultaneously
- Proficient in using Microsoft Word and Excel
- Fluency in other languages in addition to English is a plus, particularly Spanish and/or Creole.

Program Eligibility

- Must be eligible to work in the U.S. and live in NJ.
- Enrolled in a full-time accredited NJ undergraduate college, community college, or university, OR enrolled as a current high school junior or senior.
- GPA of 2.5 or higher (on a 4-point scale).

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