



New Jersey Division on Civil Rights Community Relations Unit (CRU) Spring 2025 Internship Application

The New Jersey Division on Civil Rights (DCR) Community Relations Unit (CRU) seeks **one** highly motivated intern with a passion for protecting civil rights, to participate in its internship program. The internship will last a minimum of eight weeks with an estimated and flexible start date of on or around **January 21, 2025**. Start dates will coincide with established HR internship orientations.

This is an unpaid opportunity of 8 to 21 hours per week and course credit options may be available. Interns will be permitted to work either remotely, hybrid or from our Trenton office.

The internship will offer experience to students interested in supporting a growing statewide civil rights agency and gaining an experience in public outreach and community engagement. DCR is the division in the New Jersey Attorney General's Office that is responsible for combating discrimination and addressing hate and prejudice in New Jersey. DCR enforces New Jersey's Law Against Discrimination (LAD), the oldest state civil rights statute in the country. The Community Relations Unit seeks to prevent acts of discrimination and bias-based harassment through education and community engagement and to work directly with impacted communities after civil rights incidents occur.

Interns will work with a designated CRU member on the following topics but may work with all CRU staff as well as various units within the agency on other projects as assigned:

- Youth Engagement

The major responsibilities of this position will include (but are not limited to):

- Supporting team in ongoing needs of the unit;
- Assisting with social media (Facebook and Twitter) and marketing related initiatives;
- Aiding in research and data analysis for community events, initiatives, and programs;
- Staying abreast of current civil rights related events, research, and news;
- Helping to create organizational systems for all programming;
- Aiding in streamlining unit projects and public facing event planning needs;
- Any other day-to-day administrative tasks that arise.

Qualifications:

- Undergraduate with coursework or background in communications, marketing, sociology,

psychology, public affairs, urban planning, public health, teaching, school counseling, social work, or related social science fields. All qualified students are strongly encouraged to apply.

- All applicants should have completed at least the equivalent of **four semesters** of college coursework (not including high school AP classes) by the time they begin this internship.
- Prior professional office experience is a plus. Applicants should have proficiency using Microsoft Office Suite and Outlook scheduling. Knowledge of Constant Contact, Zoom and Teams platforms, including virtual event hosting skills is a plus.
- Applicants should have strong writing skills, attention to detail, ability to multitask, and interpersonal skills with the ability to engage with multiple audiences from a variety of backgrounds, including community organizations working with people of color, LGBTQIA+ people, ethnic and religious minorities, people with disabilities, immigrants, and/or other Division stakeholders.
- Applicants should be collaborative, open-minded, enthusiastic, hardworking and devoted to the mission of DCR.

To apply, please email the following application materials by **November 1, 2024** to CommunityRelations@njcivilrights.gov. The following must be submitted for consideration:

- Cover Letter
- Resume
- Brief writing sample of no more than 3 pages that is unedited by others
- Unofficial school transcript

In the cover letter, please indicate whether you plan to receive course credit for the internship.

Please note that you must complete a Confidential Background Investigation Clearance Form if you intend to accept an offer for a position in the internship program.

Please visit our website to learn more about us: www.njcivilrights.gov