



New Jersey Division on Civil Rights Education and Training Internship Application

The New Jersey Division on Civil Rights (DCR) seeks two (2) highly-motivated Education and Training interns with a passion for protecting civil rights, to participate in its summer internship program. The internship will last a minimum of eight weeks with a start date of May 26, 2021.

The internship will offer experience to students interested in supporting a growing state-wide civil rights agency and gaining an experience in education and training. 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. It does so by investigating civil rights complaints and bringing appropriate enforcement actions and raises the profile of important civil rights issues. It also supports the LAD through prevention of bias by providing high quality trainings to the public.

This is an unpaid position. The interns will report directly to the Director of Education and Training but may work with various units within the agency. DCR staff are currently operating remotely due to the COVID-19 pandemic. If/when we return to in-office working externs will be permitted to work from any of our four (4) locations which include: Atlantic City, Cherry Hill, Newark and Trenton.

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

- Supporting Director in ongoing needs of the unit;
- Aiding in conceptualizing, researching, and writing trainings that support the LAD;
- Assisting in creating registration process for trainings;
- Creating database to collect training participant information;
- Supporting in the creation of system for feedback from trainings;
- Helping to create organizational systems for all programming;
- Aiding in streamlining unit onboarding of new hires;
- Any other day-to-day administrative tasks that arise

Qualifications:

- Undergraduate or Graduate Student with coursework or background in teaching, education administration, school counseling, school social work, or related fields. **Preference will be given to Graduate Students but 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 office experience is a plus;
- Strong writing, attention to detail, ability to multitask, and interpersonal skills;
- Proficiency using Microsoft Office Suite

To apply, please submit the following application materials to externships@njcivilrights.gov indicating "Education and Training Intern" in the email subject line **by April 30, 2021**:

- Cover Letter
- Resume
- Brief writing sample of no more than 5 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.