



New Jersey Division on Civil Rights Education and Training Internship Application, Spring 2022

The New Jersey Division on Civil Rights (DCR) seeks a highly-motivated Education and Training intern with a passion for protecting civil rights to participate in its winter/spring internship program. The internship will last a minimum of eight weeks with a start date on or around **January 11, 2022**. Start dates will coincide with established spring internship orientations.

The internship will offer experience to students interested in supporting a growing state-wide civil rights agency and gaining 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, bringing appropriate enforcement actions, and raising 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. Interns will report directly to the Director of Education and Training, but may work with various Education and Training staff members and other units within the agency. **Interns will be permitted to work remotely, from one of our offices in the State (Newark, Trenton, Cherry Hill, Atlantic City), or a hybrid of the two.**

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

- Supporting the Director of Education and Training with the ongoing needs of the unit;
- Supporting research and development of trainings and informational resources;
- Assisting with training logistics, i.e. the registration process, collecting survey feedback, etc.;
- Helping to maintain a database with training participant information;
- Supporting marketing and outreach efforts for public programs;
- Other day-to-day administrative tasks that arise.

Qualifications:

- Undergraduate or graduate student with coursework or background in education, curriculum and instruction, 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 skills, attention to detail, ability to multitask, and excellent interpersonal skills;
- Proficiency using Microsoft Office Suite

To apply, please submit the application materials below to externships@njcivilrights.gov and put "Education and Training Intern" in the email subject line. Applications are due by **December 3, 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 accept an offer for a position in the internship program.