



New Jersey Division on Civil Rights Policy & Legislative Internship Application

The New Jersey Division on Civil Rights (DCR) seeks one (1) highly motivated undergraduate student with a passion for protecting civil rights to participate in its summer Policy & Legislative Internship Program. The internship will offer a student interested in public policy and legislative affairs with an opportunity to gain experience in the legislative process and policy development and implementation for a statewide civil rights agency. The Policy & Legislative intern will (1) monitor state legislation as it is introduced, passed, and implemented; (2) evaluate its impact on the civil rights of New Jerseyans; (3) provide staff with proactive legislative and policy action steps; and (4) conduct social science, data, and policy research and analysis. This opportunity is unpaid with a commitment of at least 15-20 hours a week.

DCR is the Division in the New Jersey Attorney General's Office 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, as well as the New Jersey Family Leave Act (NJFLA) and the New Jersey Fair Chance in Housing Act (FCHA). It does so by investigating civil rights complaints and bringing appropriate enforcement actions, as well as promulgating regulations, creating explanatory public facing guidance documents and fact sheets, and creating proactive policy goals. DCR also issues public reports and hosts trainings and conferences with employers, community groups, and stakeholders to raise the profile of important civil rights issues.

The summer Policy & Legislative intern will refine their policy, research, and data skills, and work closely with the Policy Advisor and Legal Specialists within DCR's Strategic Initiatives and Enforcement Unit.

To apply, please submit the following application materials to externships@njcivilrights.gov by February 28, 2022:

- (1) Cover letter
- (2) Resume
- (3) Brief writing sample of no more than 5 pages that is unedited by others
- (4) Unofficial college transcript

Preference will be given to students pursuing a Bachelor's in Political Science, Public Policy, or related fields. 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 the intern position.

The intern position will be virtual, with an option of working a hybrid, in-person schedule in either the Newark or Trenton office. We encourage all interested students to apply, including those who may not be able to join us physically.

The Attorney General's Office is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. State law prohibits discrimination in hiring or employment on the basis of race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer. For more information, click here: www.nj.gov/oag/diversity-inclusion/reports.html.