



New Jersey Division on Civil Rights Education and Training Internship Application

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 spring internship program. The internship will last a minimum of eight weeks with a start date of or around **January 16, 2024**. 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 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, 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. The intern will report directly to the Director of Education and Training but may work with various units within the agency. **The intern will work remotely with occasional opportunities to travel to one of our offices in the state (Newark, Trenton, Cherry Hill, or Atlantic City).**

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

- Assisting with training logistics, i.e. attendance during trainings, certificates, registration, survey feedback, etc.;
- Providing marketing and outreach support for public programs;
- Performing various aspects of data management to include data input and analysis;
- Contributing to research and content development of trainings and resources;
- Supporting the translation of data results into written reports or other tools to convey information;
- Supporting the Director of Education and Training with ongoing needs of the unit;
- Any other day-to-day administrative tasks that arise

Qualifications:

- Undergraduate or Graduate Student with coursework or background in curriculum and instruction, education administration, public administration, school counseling, school social work or related fields.
- 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 analytical skills, attention to detail, ability to multitask, and interpersonal skills;
- Must be comfortable compiling and organizing data metrics;
- Proficiency using Microsoft Office Suite, specifically Excel and Power Point;
- Working knowledge of word processing, spreadsheets, and data base management.

To apply, please submit the following application materials to education@njcivilrights.gov indicating "Education and Training Intern" in the email subject line by **November 3, 2023**.

- 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.