



## **NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION SPARK PROFESSIONAL INTERNSHIP PROGRAM NOTICE OF VACANCY**

**Title:** Communications and Outreach Intern

**Posting Number:** COS-2024-1i

**Opening Date:** December 15, 2023

**Closing Date:** March 13, 2024

**Approximate Start Date of Internship:** June 3, 2024

**Approximate Duration of Internship:** 8-12 weeks

**Existing Vacancies:** Two (2)

**Location:** 401 East State Street, Trenton, NJ 08625

**Program:** Office of Communications and Outreach

**Internship Hours Per Week:** Fully in-person 25 - 35 hours per week

**Hourly Rate:** Sliding Scale based on Education Level (\$16-\$21 Per Hour).

**Program Description:** The Office of Communications and Outreach is responsible for effectively communicating the priorities and functions of the DEP to the public and internally to DEP staff, promoting DEP priorities and principles, and New Jersey as a national and global leader in environmental protection. Major functions of the office include coordinating media relations and press events, social media, stakeholder outreach, graphic and web design, and constituent services.

**Project Description:** Interns will assist with communications-related activities on several of DEP's major public education outreach campaigns for 2024. The intern will also perform regular tasks and small special projects that familiarize them with DEP program areas and the various roles and functions of the Communications Office. Tasks may include but are not limited to drafting social media posts, identifying opportunities to highlight DEP staff and initiatives, assisting with internal communications coordination, assisting with press events, and redesigning the office's stakeholder outreach database.

**Specific to the Position:**

As a member of a small team, this is both a coordination and strategy role, allowing the intern to develop a working knowledge of DEP programs and operations. Interns will develop skills in writing, stakeholder outreach, social media coordination, and media relations.

**Preferred/Required Area of Study:** Seeking individuals enrolled in an undergraduate or graduate program at an accredited university/college studying communications, environmental studies, and/or public policy.

**License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011, have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship, and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Resume and Internship Information Form by 4:00PM on the closing date to:**

NJDEP Internship Coordination Team

[DEPinternships@dep.nj.gov](mailto:DEPinternships@dep.nj.gov)

*Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.*

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodation under ADA will be provided upon request.**

