



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities

Government

## **The Aubrey Group**

*121 Market Street, Camden, NJ, 08102 (Business Office Address)*

**Grants Research Analyst Internship, Hybrid, 2 open positions**

### **Overview of Position**

Interns will be expected to learn internal Grant Research and Writing procedures. Similar to full time Research Analysts, interns will report to an Aubrey Group Project Manager and, as directed, research and summarize federal, state, and local grants, public policy, regulations, practices, and programs as well as foundation funding sources including legislative initiatives, budget appropriations and government agency budgets. Experience in grant writing, grant research, working for a government agency or within a highly regulated industry is helpful, but not required. We will train the right candidate to be a successful member of the team. The individual who joins us in the role of Grants Research Analyst Intern will be interested in learning more about local and federal funding, and the world of grant research and writing. We plan on investing and supporting that individual toward those ends.

### **Responsibilities/Duties/Projects**

**Grants Research Analyst Internship** duties can include the following:

- Learning internal Grant Research and Writing procedures.
- As directed, researching and summarizing federal, state, and local grants.
- As directed, researching public policy, federal regulations, government programs and other practices.
- Researching and evaluating new grant opportunities based on broad client needs and preparing summaries of grant program requirements.
- Preparing application content such as work plans, narratives, budgets, letters of support, etc.
- Clerical work when necessary, such as data entry and collection.
- Quality control and copy editing for application content.
- Participating in client meetings and attending various events that include local elected officials, and other government professionals.
- Assisting the Grants team with preparing monthly Status Report materials for clients.

### **Desired Majors**

Civics & Government, Communications, Humanities & Languages, Social Sciences

### **How To Apply**

Send resume and most applicable writing sample to [cschmiegel@theaubreygroup.org](mailto:cschmiegel@theaubreygroup.org).

## **Cannabis Industry Research Internship, Hybrid, 1 open position**

### **Overview of Position**

This post is an excellent fit for an undergraduate or graduate level student with an understanding of state and local regulations and municipal government, an interest in policy, and strong writing skills. Experience writing public policy, standard operating procedures, as well as grant applications, working for a government agency, or within a highly regulated industry is helpful, but not required. We will train the right candidate to be a successful member of the team. The individual who joins us in the role of Cannabis Research Intern will be interested in growing as a subject matter expert in the burgeoning field of cannabis industry regulation. We plan on investing in and supporting that individual toward those ends.

### **Responsibilities/Duties/Projects**

**Cannabis Industry Research Internship** duties can include the following:

- Preparing highly professional license application content including business plans, community impact and workforce development narratives, budgets, standard operating procedures etc.
- Working with Project Managers to coordinate timely application preparation and submission.
- Attending monthly Cannabis Regulatory Commission Meetings and summarizing updates for internal use.
- As directed by a Project Manager, researching and summarizing federal, state, and local public policy, regulations, practices, and programs, including legislative initiatives and state and local cannabis regulations and ordinances.
- Preparing client-facing summaries of policy updates and related regulatory information.
- Liaising with external consultants (lawyers, security professionals, marketing experts, architects etc.) and partners as needed (local government, economic development, organized labor, etc.).
- Performing quality control and copy editing on application content prepared by other writers.

### **Desired Majors**

Civics & Government, Communications, Humanities & Languages, Life Science

### **How To Apply**

Send resume and most applicable writing sample(s) to [apark@theaubreygroup.org](mailto:apark@theaubreygroup.org)

## **Town of Kearny**

*402 Kearny Ave, Kearny, N.J. 07032*

**Student Intern in Public Administration, Public Policy or Urban Planning, Hybrid**, 4 open positions

### **Overview of Position**

The Town of Kearny is a diverse and densely-populated inner-ring suburb located in western Hudson County, nestled between the cities of Newark and Jersey City. The Town has a population of approximately 42,000. Municipal government has an annual operating budget of \$85 million and over 400 fulltime employees. The Business Administrator is the chief administrative and chief operating officer of the municipality.

### **Responsibilities/Duties/Projects**

**Student Intern in Public Administration, Public Policy or Urban Planning** duties can include the following:

Student Interns shall assist the Business Administrator for the Town of Kearny with duties and responsibilities related to the management and operations of municipal government. Duties may include budget making, procurement, review and approval of purchase orders, oversight of insurance, risk management and employee safety programs, and planning related to a new community center and creation of an economic development plan for the Kearny Urban Enterprise Zone program.

### **Desired Majors**

Civics & Government, Communications, Social Sciences

### **How To Apply**

Send resume, cover letter, and transcripts to [smarks@kearnynj.org](mailto:smarks@kearnynj.org)

## **Township of Mount Laurel**

*750 Centerton Road, Mount Laurel, NJ 08054*

**Municipal Government Internship, In-person**, 3 open positions

### **Overview of Position**

Each intern will spend several weeks rotating in three main departments for municipal government; administration, tax/finance, and construction/community development. Interns will learn first-hand the day-to-day tasks of government employees through a holistic approach and sit in on any relevant meetings and events that occur during the period of the internship

### Responsibilities/Duties/Projects

**Municipal Government Internship** duties can include the following:

- Attend to day-to-day tasks of the assigned offices including, but not limited to:
  - Processing and filing tax payments
  - Processing and filing construction, planning, and zoning applications
  - Processing clerical applications, and assisting Administrative staff
- Assist in setting up and breaking down any planned Township events during the internship period, including the Township's Juneteenth, National Night Out, and other small events during the summer
- Attend monthly meetings to learn the operations of the various boards that comprise the Township's citizen-appointed or elected bodies, including the Planning Board, Township Council, and the Diversity and Inclusion Board

### Desired Majors

Open to all Majors

### How To Apply

Send resume and transcripts to [bshillingford@mountlaurel.com](mailto:bshillingford@mountlaurel.com)

## **Willingboro Township**

*1 Rev. Dr. Martin Luther King Dr. Willingboro, NJ 08046*

**CLEAN NEIGHBORHOOD PROGRAM AIDE, In-person**, 1 open position

### Overview of Position

Under direction of Code Enforcement Officers, patrols a designated area to disseminate information and to enforce compliance with regulations as they relate to Willingboro Townships Property Maintenance Codes and performs varied types of manual and unskilled labor if required.

### Responsibilities/Duties/Projects

**CLEAN NEIGHBORHOOD PROGRAM AIDE** duties can include the following:

- Serves as a representative of the jurisdiction by visiting residents and merchants to explain the Townships property maintenance code and distribute information through pamphlets, brochures, personal contact, and small group meetings.
- Patrols an assigned area and may issue warnings to violators of property maintenance regulations.

- Notifies proper jurisdiction officials concerning necessary trash pickups, abandoned automobiles, littered and weed-grown vacant property, and poor pavement and sidewalk conditions.
- Assists Code Enforcement Officers with various violations and can act as a clerk to input violations and produce mailings.
- Will be required to learn to utilize various types of electronics and/or manual recording and information systems used by the agency, office, or related units.

**Desired Majors**

Civics & Government

**How To Apply**

Apply through their **website**