



Partnership Agreement
Governor's Hispanic Fellows Program
May 29, 2025 – July 30, 2025

Department/Agency/Corporate Name:

Address:

City:

State:

Zip Code:

Web Address:

Telephone Number:

Intern Selection Process:

All intern applicants are carefully screened to assure a maximum quality match between the employer and the intern. Please note that selected interns are required to speak with their employers prior to the start of the program - either virtually, in-person, or phone call.

Please submit the completed Partnership Agreement alongside a job description by Friday, February 7, 2025. If you require any additional information regarding the internship such as a background check, please indicate so in the job description.

Intern Job Description:

Kindly ensure the job description provided is reflective of responsibilities expected of future leaders in the corporate, non-profit, and government fields, and not solely of a clerical nature.

The internship must provide professional experience which will result in the intern utilizing the skill sets learned in this placement to obtain professional employment. Please indicate relevant education, such as specific major and/or experience, needed for the internship.



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Please select agency type:

☐ Corporate

☐ Government

☐ Non-Profit

Please select one:

☐ We will financially sponsor **and** host an intern at our agency:

☐ Full stipend \$3,800.00

☐ Partial stipend \$ _____

☐ We will **only** financially sponsor an intern:

☐ Full stipend \$3,800.00

☐ Partial stipend \$ _____

☐ ☐ We will **only** host an intern – CHPRD will financially sponsor.

*If you are sponsoring an intern for \$3,800.00, please indicate the name of the contact person and phone number for payment processing.

Contact Person: _____

Title: _____

Phone: _____

Email: _____

Please email the completed application to:

Center for Hispanic Policy, Research and Development

225 West State Street, 3rd Floor, Post Office Box 456, Trenton, New Jersey 08625



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OR via email: marelyn.rivera@sos.nj.gov

Job Description

Department/Agency/Corporate Name:

Job Location/Address:

City:

State:

Zip Code:

Supervisor assigned to intern and title:

Work Telephone with extension:

E-mail Address:

The job description should include the following (Please use separate sheet, if needed):



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- Expected intern(s) should work no more than 28 hours (schedule) throughout the eight weeks *(we understand that hours may vary depending on site)*.
- Major preferred, specific skill, or other related information.
- If there is additional information you require, such as but not limited to background checks by your site, please make sure to indicate that in your job description.
- In this section, please indicate if the internship will be in-person, hybrid, or remotely.