



INTERNSHIP OPPORTUNITY AVAILABLE

Research & Policy Intern (Summer)

ABOUT US: At New Jersey Future (NJF), we believe that great places help build great lives. To help create and preserve our great places, we promote sensible and equitable planning, redevelopment, and infrastructure investments that foster vibrant cities and towns, protect natural lands and waterways, enhance transportation choices, support a strong economy, and provide access to safe, affordable, and aging-friendly neighborhoods for everyone. We do this through original research, innovative policy development, coalition-building, advocacy, and hands-on strategic assistance. Embracing differences and advancing fairness is central to our mission and operations, and we are firmly committed to pursuing greater justice, equity, diversity, and inclusion in our work and culture. NJF offers a fast-paced and supportive work environment. NJF is located in downtown Trenton, NJ. For more information, visit www.njfuture.org.

BACKGROUND:

Jersey Water Works is a collaborative effort of more than 600 individuals and organizations that embrace the common purpose of transforming New Jersey's inadequate water infrastructure by investing in sustainable, cost-effective solutions that provide communities with clean water and waterways, healthier, safer neighborhoods; local jobs; flood and climate resilience; and economic growth. New Jersey Future serves as the "backbone organization" for Jersey Water Works and Lead-Free NJ, and its staff members facilitate the collaborative's work.

INTERNSHIP SUMMARY: The Intern will work closely with New Jersey Future's Policy Manager, who serves as the backbone staff of the Lead in the Drinking Water Task Force and Lead Service Line (LSL) Implementation Workgroup. These efforts focus on state policies and best practices for New Jersey and its water systems. Their main function is to solicit expert advice, analyze potential options on key issues, develop and share best practices and resources, and promote policy advocacy through Lead-Free New Jersey.

RESPONSIBILITIES

The Research and Policy Review Intern's responsibilities include, but are not limited to:

- Assist in researching, writing, and publishing an annual report on LSL replacement progress and lessons learned in New Jersey.
- Conduct research projects as assigned, including:
 - Review of the awards of NJ Department of Education Facility Improvement Grants
 - Review the NJ Economic Development Authority grant funds for physical repairs to childcare
 - Review of available funding for lead in drinking water remediation projects
- Write short internal reports to document findings, including recommendations for a filter-first approach in New Jersey
- Complete other tasks to support the Jersey Water Works Lead in Drinking Water Taskforce and LSL Implementation Workgroup.

REQUIREMENTS

- Motivated by the organization's mission and dedicated to creating equitable and sustainable communities.
- Current college student or recent college graduate.

- Experience gathering information through online research and stakeholder outreach.
- Strong writing, citation, and communication skills.
- Attention to detail in producing accurate and meaningful results and products.
- Ability to work on multiple projects simultaneously, using time effectively and efficiently.
- Ability to work independently and as a part of a team.
- Demonstrated initiative and adaptability.
- Interested in policy advancement and development
- Demonstrated commitment to diversity, equity, inclusion, and justice.

COMPENSATION: This is a part-time job (averaging approximately 20 hours a week for 11 weeks) at the hourly rate of \$18. As a part-time employee, you are not eligible for benefits such as disability, health, dental, vision, or life insurance. No paid time off will be accrued, but you will earn one hour of sick time for every 30 hours worked. The Policy Manager will work with the successful candidates to determine the specific internship start date in June 2024 and an ending date.

New Jersey Future employees are working on a hybrid work-from-home and in-office schedule. The Policy Manager will work with the intern to determine whether their schedule will be hybrid or remote.

APPLICATION: Interested and qualified candidates should submit a cover letter and a resume to HR@njfuture.org by May 15, 2024. Please write "Research & Policy Review Intern Application" in the subject line. If selected to advance, relevant references and a brief writing sample with original content (not edited or contributed to by someone other than the applicant) may be required. NJF is currently unable to sponsor or take over sponsorship of an employment visa at this time. If hired, employment eligibility verification will be carried out upon selection.



At New Jersey Future, we embrace differences and advance fairness as a means to nurturing powerful ideas and realizing meaningful social change. All qualified candidates are encouraged to apply and will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.