
MEMORANDUM

TO: ALL INTERN SUPERVISORS
FROM: KATE HARPER, BRANDON SITZLER, ABBY HELTZER
SUBJECT: INTERN POSITION DESCRIPTIONS

CONTEXT:

Key Decision Point

- Make edits to the job description if there are parts you would like to change.

Ctrl + Click to follow the link to your section:

Office of Advance, Briefings, and Scheduling -----	2
Advocacy-----	3
Office of Appointments -----	4
Office of Cabinet Affairs -----	5
Office of Communications -----	6
Office of Constituent Relations -----	7
Counsel's Office-----	8
Digital Team -----	9
Economic Opportunity (SIEO Team)-----	10
Energy (SIEO Team) -----	11
Office of Federal Affairs-----	12
Housing & Affordability (SIEO Team)-----	13
Office of Intergovernmental Affairs (IGA) -----	14
Labor -----	15
Office of Legislative Affairs -----	16
Office of the Lieutenant Governor -----	17
Operational Performance-----	18
Permitting Reform (SIEO Team) -----	19
Office of Policy-----	20

Office of Advance, Briefings, and Scheduling

Office of the Governor

Overview

The **Advance, Briefings, and Scheduling** team ensures that the Governor's engagements are well-planned, coordinated, and aligned with policy and communications priorities. The team is responsible for organizing and executing events, preparing briefing materials, and managing the Governor's schedule. Through this work, the team helps ensure that engagements run smoothly and support the Administration's broader goals.

Position Summary

The Advance, Briefings, and Scheduling Intern will support a fast-paced team focused on event planning, briefing preparation, and scheduling coordination. This role offers meaningful exposure to operational logistics and executive support, with opportunities to contribute to the planning and execution of high-level engagements.

Key Responsibilities

- Support event planning and logistical coordination for gubernatorial engagements
- Assist in preparing briefing materials for meetings and events
- Contribute to scheduling coordination and organization of engagements
- Participate in site visits, preparation, and event execution as needed

Preferred Qualifications

- Interest in operations, communications, or government
- Strong research and writing skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to executive operations and event coordination
- Experience supporting high-level engagements and logistics
- Insight into scheduling and organizational processes
- Understanding of how operations supports policy and public engagement

Location

- Trenton, NJ (Office of the Governor)

Advocacy

Office of the Governor – Office of Intergovernmental Affairs (IGA)

Overview

The **Advocacy** team leads engagement with advocacy organizations, coalitions, and community partners across New Jersey. The team works to strengthen collaboration statewide, elevate stakeholder perspectives, and support the advancement of the Governor's policy priorities across diverse communities. Through this work, the Advocacy team plays a key role in connecting external partners with state government and driving meaningful, community-informed outcomes.

Position Summary

The Advocacy intern will support a fast-paced team working to build strong relationships with prominent advocates across New Jersey. This role offers a meaningful exposure to key coalitions within New Jersey, while providing the opportunity to gain hands-on experience in relationship building, project execution, and cross-agency coordination.

Key Responsibilities

- Support Gov staff in developing and maintaining strong relationships with community partners.
- Maintain a detailed database of coalition members and advocates within the state.
- Assist in preparing mailing and invitation lists for events, briefings, and stakeholder communications
- Perform data entry and ensure records are accurate, complete, and up to date.
- Prepare memos to communicate with prominent advocates regarding essential information.
- Draft special letters and proclamations for stakeholder event requests.
- Attend events in municipalities and bill signings on behalf of the Advocacy team.

Preferred Qualifications

- Interest in advocacy, community engagement, public policy, local government, or a related field
- Proficiency in Microsoft Excel, Word, and Outlook
- Ability to maintain and organize data
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level communication and relationship-building
- Experience working with different community advocates
- Insight into problem solving and cross-agency coordination

Location

- Trenton, NJ (Office of the Governor)

Office of Appointments

Office of the Governor

Overview

The **Office of Appointments** is responsible for identifying, organizing, and recommending candidates for positions across boards, commissions, and authorities throughout New Jersey state government. The team works to ensure that appointments reflect the Governor's priorities and that qualified individuals are placed in roles that support effective governance. This includes coordinating with stakeholders, managing candidate pipelines, and supporting the appointments process from initial outreach through final selection.

Position Summary

The Appointments Intern will support a fast-paced team working to manage and advance the Governor's appointments process. This role offers meaningful exposure to executive operations and provides hands-on experience in research, candidate tracking, and coordination across teams.

Key Responsibilities

- Assist with research and identification of potential candidates for boards and commissions
- Support tracking and organization of candidate information and application materials
- Maintain databases and records related to the appointments process
- Prepare materials and briefings for internal use
- Contribute to coordination across teams and stakeholders

Preferred Qualifications

- Interest in public policy, government, or public service
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to the appointments process and executive decision-making
- Experience in research, candidate evaluation, and database management
- Insight into how boards and commissions function within state government
- Understanding of cross-team coordination and executive operations

Location

- Trenton, NJ (Office of the Governor)

Office of Cabinet Affairs

Office of the Governor

Overview

The **Office of Cabinet Affairs** serves as the liaison between the Governor's Office and Cabinet-level agencies and authorities to advance the Administration's policy priorities. Working closely with other Governor's Office teams, Cabinet Affairs supports effective implementation across state government.

The team facilitates communication between the Governor's senior staff and Cabinet members, monitors progress on key initiatives, and supports strategic problem-solving on cross-agency issues. Through this work, Cabinet Affairs helps ensure coordination across departments and the delivery of services to New Jersey residents.

Position Summary

The Cabinet Affairs Intern will support a fast-paced team working across agencies and authorities to advance the Governor's priorities. This role offers meaningful exposure to how policy decisions are implemented across state government and provides hands-on experience working on issues that span multiple agencies.

Key Responsibilities

- Conduct research and prepare briefing materials on agency initiatives, statewide programs, and emerging policy issues
- Assist with tracking Cabinet-level projects and maintaining internal reporting systems
- Support preparation for Cabinet meetings, interagency workgroups, and stakeholder engagements
- Draft memos, summaries, and other internal materials for senior leadership

Preferred Qualifications

- Interest in public policy, government operations, or public administration
- Strong research, writing, and analytical skills
- Ability to manage multiple priorities in a fast-paced environment
- Professionalism, discretion, and attention to detail
- Collaborative mindset and willingness to engage with complex issues

What You Will Gain

- Exposure to cross-agency coordination and executive operations
- Insight into how policy decisions are implemented across state government
- Understanding of how the Governor's Office collaborates with departments to deliver services

Location

- Trenton, NJ (Office of the Governor)

Office of Communications

Office of the Governor

Overview

The **Communications** team is responsible for shaping and delivering the Governor's message to the public, media, and key stakeholders. The team works to ensure that policies, programs, and initiatives are communicated clearly and consistently, supporting the Governor's agenda and public priorities. This includes managing media relations and drafting official communications.

Position Summary

The Communications Intern will support a fast-paced team focused on public messaging and media engagement. This role offers meaningful experience in drafting communications, coordinating press operations, and supporting day-to-day media activities.

Key Responsibilities

- Assist in drafting press releases, statements, and other written materials
- Support coordination of press events, media coverage, and public appearances
- Help manage press inquiries and media logistics
- Prepare materials and briefings for internal use
- Support day-to-day communications operations

Preferred Qualifications

- Interest in communications, public relations, or a related field
- Strong writing and editing skills
- Excellent organization skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Experience drafting public-facing communications
- Insight into media relations and press operations
- Exposure to communications strategy in a government setting
- Understanding of how communications supports policy and public engagement

Location

- Trenton, NJ (Office of the Governor)

Office of Constituent Relations

Office of the Governor

Overview

The **Office of Constituent Relations** (OCR) serves as the primary point of contact between New Jersey residents and the Governor's Office. The team is responsible for responding to constituent outreach, coordinating with state agencies, and ensuring that residents' concerns are addressed in a timely and effective manner. Through this work, OCR plays a key role in helping government remain responsive to the needs and experiences of New Jerseyans.

Position Summary

The Constituent Relations Intern will support a fast-paced team working to respond to constituent inquiries and track casework across a range of issue areas. This role offers meaningful exposure to public service delivery and provides hands-on experience in problem-solving, research, and cross-agency coordination.

Key Responsibilities

- Support intake and response efforts for constituent outreach
- Assist in tracking casework and ensuring follow-up across agencies
- Maintain organized records of constituent concerns and trends
- Write letters and procs under the Governor's name

Preferred Qualifications

- Interest in communications, local government, community engagement, public relations, or a related field
- Strong interpersonal and communication skills
- Excellent organizational skills and attention to detail
- Succinct research and writing skills
- Customer service experience

What You Will Gain

- Experience addressing real-world issues impacting New Jersey residents
- Insight into government service delivery and responsiveness
- Exposure to cross-agency coordination

Location

- Trenton, NJ (Office of the Governor)

Counsel's Office

Office of the Governor

Overview

The Counsel's Office provides legal advice and support to the Governor and senior Administration officials on a broad range of matters involving State government. The team reviews legislation, executive actions, regulations, legal and policy proposals, and other matters affecting the Administration.

Position Summary

The Counsel's Office Intern will support attorneys working on legal, legislative, regulatory, and policy matters in a fast-paced government environment. This role offers meaningful exposure to the legal operations of the Executive Branch, with opportunities to conduct research, assist with written materials, and learn how legal analysis informs government decision-making.

Key Responsibilities

- Conduct legal, legislative, and policy research
- Assist with drafting and reviewing legal memoranda, summaries, and briefing materials
- Monitor and summarize legislation, regulations, court decisions, and other legal developments
- Support the review of proposed executive actions and agency matters
- Assist with special projects and administrative responsibilities as needed

Preferred Qualifications

- Interest in law, public policy, government, or public service
- Strong research, analytical, and writing skills
- Excellent organizational skills and attention to detail
- Current enrollment in an accredited law school

What You Will Gain

- Experience conducting legal and policy research in a government setting
- Insight into the legislative, regulatory, and executive-action processes
- Opportunities to strengthen professional research, writing, and analytical skills

Location

- Trenton, NJ (Office of the Governor)

Digital Team

Office of the Governor

Overview

The **Digital team** is responsible for managing and executing the Governor's digital presence, including official social media platforms and online content. The team works to communicate the Administration's priorities in a clear, timely, and engaging way, ensuring that residents can easily access information about policies, programs, and initiatives. Through this work, the Digital team supports broader communications efforts and helps connect New Jerseyans with their state government.

Position Summary

The Digital Intern will support a fast-paced team focused on digital communications and content execution. This role offers meaningful exposure to public-facing messaging and provides hands-on experience in content development, platform management, and coordination across communications and policy teams.

Key Responsibilities

- Support development and execution of digital content across official platforms
- Assist with drafting and editing content aligned with the Governor's messaging
- Help track performance and engagement across digital channels
- Contribute to coordination with communications and policy teams
- Support day-to-day digital operations as needed

Preferred Qualifications

- Interest in communications, digital media, or public relations
- Strong writing and editing skills
- Familiarity with social media platforms and digital content
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Experience working on public-facing digital communications
- Insight into how digital strategy supports policy and public engagement
- Exposure to content development and platform management
- Understanding of how digital communications operates within government

Location

- Trenton, NJ (Office of the Governor)

Economic Opportunity (SIEO Team)

Office of the Governor – Office of the Chief Operating Officer

Overview

The **Strategic Initiatives and Economic Opportunity (SIEO)** team leads high-impact, cross-agency efforts to drive economic growth, improve affordability, and advance key priorities of the Administration. Spanning areas such as housing, energy, permitting, and economic development, the team focuses on turning strategy into measurable results for New Jersey residents and businesses.

Within SIEO, the **Economic Opportunity team** is focused on repositioning New Jersey as a top-tier state for business investment, job creation, and innovation. The team works to make New Jersey easier to do business in, align government and industry around clear priorities, and drive growth in high-impact sectors—while improving outcomes like jobs, wages, and investment across the state.

Position Summary

The Economic Opportunity Intern will support a fast-paced team working on initiatives that strengthen New Jersey's economy and business climate. This role offers meaningful exposure to economic strategy, stakeholder engagement, and cross-agency coordination, with opportunities to contribute to projects that shape the state's long-term growth.

Key Responsibilities

- Conduct research and analysis on economic development strategies, industries, and market trends
- Support development and tracking of key economic initiatives and sector strategies
- Assist with stakeholder engagement, including outreach to industry and business leaders
- Prepare briefing materials, memos, and presentations for senior staff
- Contribute to priority projects related to business attraction, workforce strategy, and economic planning

Preferred Qualifications

- Interest in public policy, economics, business, finance, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level economic policymaking and strategy development
- Experience working on real-world economic and business challenges
- Insight into cross-agency coordination and public-private collaboration

Location

- Trenton, NJ (Office of the Governor)

Energy (SIEO Team)

Office of the Governor – Office of the Chief Operating Officer

Overview

The **Strategic Initiatives and Economic Opportunity (SIEO)** team leads high-impact, cross-agency efforts to drive economic growth, improve affordability, and advance key priorities of the Administration. Spanning areas such as housing, energy, permitting, and economic development, the team focuses on turning strategy into measurable results for New Jersey residents and businesses.

Within SIEO, the **Energy team** is focused on delivering one of the Administration's core commitments: making energy more affordable, reliable, and sustainable for New Jersey residents. With electricity costs rising and increasing pressure on the energy system, the team works across agencies, regulators, and external partners to lower costs in the near term while building a long-term, resilient energy strategy.

Position Summary

The Energy Intern will support a fast-paced team working on priority initiatives related to energy affordability, infrastructure, and policy. This role offers meaningful exposure to how state government shapes energy markets, develops policy, and coordinates across agencies and stakeholders to deliver results.

Key Responsibilities

- Conduct research and analysis on energy policy, markets, and affordability trends
- Support tracking of key initiatives, including legislative, regulatory, and programmatic efforts
- Prepare briefing materials, memos, and presentations for senior staff
- Contribute to priority projects related to energy affordability, clean energy, and system planning

Preferred Qualifications

- Interest in public policy, energy, economics, environmental studies, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to energy policymaking and implementation in the Governor's Office
- Experience working on real-world energy and affordability challenges
- Insight into cross-agency coordination, regulation, and stakeholder engagement

Location

- Trenton, NJ (Office of the Governor)

Office of Federal Affairs

Office of the Governor

Overview

The **Federal Affairs** team represents New Jersey's interests at the federal level and supports coordination between the Governor's Office and federal partners. The team works with congressional offices, federal agencies, and external stakeholders to track policy developments, advocate for state priorities, and ensure alignment across federal and state initiatives. Through this work, Federal Affairs plays a key role in advancing New Jersey's priorities in areas such as legislation, funding, and regulatory policy.

Position Summary

The Federal Affairs intern will support a fast-paced team working to represent the interests of New Jerseyans on the national stage. This role offers meaningful exposure to national policy issues and provides hands-on experience in legislative tracking, research, and coordination across state and federal partners.

Key Responsibilities

- Support engagement with congressional offices, federal agencies, and national stakeholders
- Assist in tracking federal legislation, funding opportunities, and policy developments
- Maintain organized records of federal activity impacting the state
- Prepare materials and updates for internal teams
- Participate in events as needed

Preferred Qualifications

- Interest in public policy, national politics, public relations, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level communication and relationship-building
- Experience working with federal government
- Insight into problem solving and cross-agency coordination

Location

- Washington, DC (Office of the Governor)

Housing & Affordability (SIEO Team)

Office of the Governor – Office of the Chief Operating Officer

Overview

The **Strategic Initiatives and Economic Opportunity (SIEO)** team leads high-impact, cross-agency efforts to drive economic growth, improve affordability, and advance key priorities of the Administration. Spanning areas such as housing, energy, permitting, and economic development, the team focuses on turning strategy into measurable results for New Jersey residents and businesses.

Within SIEO, the **Housing & Affordability team** is focused on addressing one of the state's most pressing challenges: the rising cost and limited supply of housing. The team works across government and with external partners to accelerate housing production, streamline development processes, and expand access to affordable homes.

Position Summary

The Housing & Affordability Intern will support a fast-paced team working on priority housing initiatives at the center of the Administration's agenda. This role offers meaningful exposure to policy development, project execution, and cross-agency coordination, with opportunities to contribute to work that directly impacts communities across New Jersey.

Key Responsibilities

- Conduct research and analysis on housing policy and affordability trends
- Support tracking of key initiatives and housing production metrics
- Assist with cross-agency coordination and stakeholder engagement
- Prepare briefing materials, memos, and presentations for senior staff
- Contribute to priority projects, including housing development and process improvements

Preferred Qualifications

- Interest in public policy, housing, urban planning, economics, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level policymaking and implementation in the Governor's Office
- Experience working on real-world housing and affordability challenges
- Insight into cross-agency coordination and government operations

Location

- Trenton, NJ (Office of the Governor)

Office of Intergovernmental Affairs (IGA)

Office of the Governor

Overview

The **Intergovernmental Affairs** team works closely with local elected officials and stakeholders across New Jersey to ensure strong coordination between all municipalities, counties and the Governor's Office. The team helps advance local priorities within state government while supporting the implementation of the Governor's agenda at the community level. As a member of this team, you will engage in high-impact, cross-agency efforts to deliver meaningful, real-world outcomes to New Jersey's communities.

Position Summary

The Intergovernmental Affairs intern will support a fast-paced team working to build strong relationships with local elected officials across New Jersey. This role offers a meaningful exposure to all of New Jersey's 564 unique municipalities and 21 counties, while providing the opportunity to gain hands-on experience in relationship building, project execution, and cross-agency coordination.

Key Responsibilities

- Support engagement with local officials and community stakeholders
- Assist with tracking and advancing priority issues across municipalities
- Contribute to internal coordination and information sharing across teams
- Prepare research materials and communications for internal and external use
- Participate in events as needed

Preferred Qualifications

- Interest in public policy, local government, communications, public relations, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level communication and relationship-building
- Experience working with local and county government
- Insight into problem solving and cross-agency coordination

Location

- Trenton, NJ (Office of the Governor)

Labor

Office of the Governor – Office of Intergovernmental Affairs (IGA)

Overview

The **Labor** team leads engagement with labor unions in New Jersey. The team works closely with unions and their leaders to track priorities, monitor legislative activity, and achieve alignment across the Governor's Office. In coordination with the Policy, Counsel, and Legislative Affairs teams, our team plays a key role in representing the voices of the labor community and advancing the Governor's priorities that support workers across all sectors.

Position Summary

The Labor intern will support a fast-paced team focused on engagement with New Jersey's labor unions and tracking legislation and other labor-backed initiatives. This role offers meaningful exposure and education of the labor environment in New Jersey and provides hands-on experience in stakeholder engagement, the legislative process, research, and cross-team coordination.

Key Responsibilities

- Support Gov staff in developing and maintaining strong relationships with union partners.
- Track the development of legislation to support up-to-date decision making.
- Attend legislative committee meetings and provide read outs to the team.
- Maintain a detailed database of labor leaders and staff within the state.
- Prepare memos and research papers to support the labor team.
- Attend events and meeting with labor unions on behalf of the Governor's office.

Preferred Qualifications

- Interest in organized labor, stakeholder management, public policy, government, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level communication and relationship-building
- Experience working with different issue areas across all sectors
- Insight into problem solving and cross-team coordination

Location

- Trenton, NJ (Office of the Governor)

Office of Legislative Affairs

Office of the Governor

Overview

The **Legislative Affairs** team manages the Governor's relationships with the New Jersey State Legislature and supports the advancement of the Administration's policy agenda. The team works closely with legislators and their staff to communicate priorities, track legislative activity, and ensure alignment across the Governor's Office. In coordination with the Policy and Counsel teams, Legislative Affairs plays a key role in advancing legislation and representing the Governor's priorities throughout the legislative process.

Position Summary

The Legislative Affairs Intern will support a fast-paced team focused on engagement with the New Jersey Legislature and tracking legislative activity. This role offers meaningful exposure to the legislative process and provides hands-on experience in policy tracking, stakeholder engagement, and cross-team coordination.

Key Responsibilities

- Assist in tracking legislation and monitoring committee activity
- Create a memo on a policy you would like to be enacted in New Jersey
- Maintain databases, draft newsletters, and prepare other materials for the team as needed
- Contribute to cross-department coordination within the Governor's Office
- Support engagement with New Jersey Legislature district offices

Preferred Qualifications

- Interest in public policy, policy analysis, communications, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Insight into to high-level policy analysis and development
- Exposure to cross-agency and cross-branch communication and relationship-building

Location

- Trenton, NJ (Office of the Governor)

Office of the Lieutenant Governor

Overview

The **Office of the Lieutenant Governor** supports the Lieutenant Governor in advancing the Administration's priorities across state government. The office works closely with agencies, stakeholders, and other teams within the Governor's Office to support policy initiatives, public engagement, and operational coordination. Through this work, the Lieutenant Governor's Office plays a key role in connecting policy priorities with implementation and community impact.

Position Summary

The Lieutenant Governor's Office Intern will support a fast-paced team working across a range of policy and operational priorities. This role offers meaningful exposure to executive operations and provides hands-on experience in research, stakeholder engagement, and cross-agency coordination.

Key Responsibilities

- Conduct research and prepare materials on priority initiatives and policy issues
- Support coordination across agencies and Governor's Office teams
- Assist with preparation for meetings, events, and stakeholder engagements
- Draft memos, briefings, and other internal materials
- Participate in meetings and events as needed

Preferred Qualifications

- Interest in public policy, government, or public service
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to executive leadership and cross-agency coordination
- Experience supporting policy and operational initiatives
- Insight into how priorities are advanced across state government
- Understanding of stakeholder engagement at the executive level

Location

- Trenton, NJ

Operational Performance

Office of the Governor – Office of the Chief Operating Officer

Overview

The Operational Performance team leads efforts to improve how New Jersey state government operates day-to-day—ensuring that the systems behind government, from hiring and procurement to digital services and regulation, are efficient, effective, and built to deliver results.

Working across agencies and alongside partners in technology, policy, and operations, the team focuses on strengthening execution, increasing accountability, and improving how residents and businesses experience government services.

Position Summary

The Operational Performance Intern will support a cross-functional team working on initiatives to modernize government operations and improve service delivery. This role offers hands-on experience in operational strategy, process improvement, and implementation, with exposure to projects that directly impact how government functions.

Key Responsibilities

- Conduct research and analysis on government operations, systems, and best practices
- Support tracking and execution of key operational initiatives
- Prepare briefing materials, memos, and presentations for senior staff
- Contribute to priority projects across areas such as procurement, workforce, digital services, and regulatory processes

Preferred Qualifications

- Interest in public policy, government, operations, business, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level operational strategy and implementation in the Governor's Office
- Experience working on real-world government improvement initiatives
- Insight into cross-agency coordination and service delivery

Location

- Trenton, NJ (Office of the Governor)

Permitting Reform (SIEO Team)

Office of the Governor – Office of the Chief Operating Officer

Overview

The **Strategic Initiatives and Economic Opportunity (SIEO)** team leads high-impact, cross-agency efforts to drive economic growth, improve affordability, and advance key priorities of the Administration. Spanning areas such as housing, energy, permitting, and economic development, the team focuses on turning strategy into measurable results for New Jersey residents and businesses.

Within SIEO, the **Permitting Reform team** is leading efforts to modernize and streamline New Jersey's permitting processes. Lengthy and unpredictable permitting timelines are a major barrier to housing development, infrastructure projects, and business investment. The team works across state agencies and with external stakeholders to create faster, more transparent, and easier-to-navigate permitting systems—helping make New Jersey a more efficient and competitive place to build and do business.

Position Summary

The Permitting Intern will support a fast-paced team working on initiatives to improve how permitting works across state government. This role offers meaningful exposure to operational reform, process improvement, and cross-agency coordination, with opportunities to contribute to projects that directly impact development timelines and the business environment in New Jersey.

Key Responsibilities

- Conduct research and analysis on permitting systems and best practices
- Support tracking of key initiatives, including permitting reform and process improvements
- Assist with cross-agency coordination and stakeholder engagement
- Prepare briefing materials, memos, and presentations for senior staff

Preferred Qualifications

- Interest in public policy, government, urban planning, economics, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Exposure to high-level operational reform and policymaking in the Governor's Office
- Experience working on real-world process improvement and regulatory challenges
- Insight into cross-agency coordination and government operations

Location

- Trenton, NJ (Office of the Governor)

Office of Policy

Office of the Governor

Overview

The **Policy** team is responsible for developing and advancing the Governor's legislative and administrative agenda. The team works across agencies, stakeholders, and the legislature to identify key priorities, design policy solutions, and support implementation. In coordination with Legislative Affairs and Counsel, the Policy team helps ensure that the Governor's goals are effectively represented throughout the policymaking process.

Position Summary

The Policy Intern will support a fast-paced team working across a range of issue areas, including housing, education, labor, transportation, and more. This role offers meaningful exposure to policy development and implementation, with opportunities to contribute to research, stakeholder engagement, and cross-team coordination.

Key Responsibilities

- Conduct research on essential policy priorities
- Assist in tracking legislation and monitoring policy developments
- Support stakeholder engagement and coordination across teams
- Maintain organized records of policy and legislative activity
- Prepare materials and briefings for internal use

Preferred Qualifications

- Interest in public policy, government, operations, business, or a related field
- Strong research, writing, and analytical skills
- Excellent organizational skills and attention to detail
- Ability to manage multiple priorities in a fast-paced environment

What You Will Gain

- Insight into to high-level policy analysis, development, and implementation
- Experience working with New Jersey Legislators
- Exposure cross-agency and cross-branch communication and relationship-building

Location

- Trenton, NJ (Office of the Governor)