

Wakefern Food Corporation

We have the following internship opportunity in Government Relations for the summer of 2011.

Government Relations Intern (Edison, NJ)

Government Relations

This internship position is a great opportunity for a student majoring in Pre-Law, Political Science, or another related field to gain hands-on experience working with the Government Relations Department.

The Government Relations Intern will work directly with the Manager of Government Relations, the State Government Affairs Representative and the Legislative Assistant. This internship will allow the individual to gain experience in creating and maintaining various legislative tracking systems and grassroots strategies. The position will initiate involvement in a variety of federal and state programs and efforts and provide experience within the Government Relations field.

Responsibilities are inclusive of but not limited to:

- Assist in the day-to-day operations of Government Relations including but not limited to opening and sorting mail, handling telephone requests and maintaining general files.
- Respond to constituent inquiries on a daily basis
- Assist in maintaining legislative briefing books for eight states
- Assist in preparation of legislative briefing materials and alerts
- Assist in developing and strengthening grassroots strategies to oppose/support legislation
- Assist in obtaining input from impacted Divisions to support efforts.

To be considered a candidate must meet the minimum qualifications of the position:

- Must be at least 18 years old
- Must have completed 24 college credits with a 2.9 cumulative GPA or better
- Must be currently enrolled in undergraduate or graduate school for fall of 2011
- Successful completion of a substance abuse test and background check required
- Strong MS Office skills (Excel, Word and PowerPoint required. Knowledge of Lotus Notes and Access a plus.)
- Valid driver's license and flexibility with regard to travel required
- Strong interpersonal, analytical and customer service skills with the ability to multitask and manage time effectively
- Excellent communication skills (written, oral and presentation)
- Ability to exhibit proper business etiquette when dealing with all levels of the organization
- Previous work experience in a retail environment is beneficial
- Political Science and Pre-Law Majors a plus

RESUMES MUST BE RECEIVED NO LATER THAN MARCH 25, 2011

Please submit your resume through www.shoprite.com or www.wakefern.com for consideration.
Additional inquiries can be sent to InternshipRecruiter@wakefern.com

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REFLECTS THE COMMUNITIES WE SERVE.**

