

# OFFICE OF THE ESSEX COUNTY PROSECUTOR

## THEODORE N. STEPHENS, II ACTING ESSEX COUNTY PROSECUTOR

ESSEX COUNTY VETERANS COURTHOUSE, NEWARK, NEW JERSEY 07102

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January 18, 2022

Dear Prospective Summer Intern:

The Essex County Prosecutor's Office (ECPO) is offering a three-week summer internship for high school students that will complete their junior year in June 2022. The first summer internship session will run Monday through Friday from 9:00 a.m. through 11:30 a.m. beginning, **July 5, 2022** and concluding on **July 22, 2022**. The second session will run Monday through Friday from 9:00 a.m. through 11:30 a.m. beginning, **July 25, 2022** and concluding on **August 12, 2022**. Students selected for the program will be placed in either one of the sessions. The program will be held in a hybrid format (partial in person sessions and virtual sessions). In person sessions will follow Centers for Disease Control and Prevention's (CDC) guidelines. During this interactive three-week internship program, students will be exposed to a comprehensive curriculum that includes learning about the role and function of the Essex County Prosecutor's Office; participating in workshops that focus on making positive choices, Internet safety, gang awareness and substance abuse prevention. Throughout the summer internship program, interns will be exposed to various careers in law, law enforcement and government.

Students will be chosen for the program and the ECPO Community Justice Advisory Board will make the final student selections based on the following criteria:

- ◆ Must reside in Essex County.
- ◆ Nomination by a teacher, school resource officer, religious leader etc.
- ◆ Completion of Junior year by June 2022
- ◆ Positive attitude, good reputation, and sound moral character
- ◆ Good academic standing
- ◆ The ability to participate in a structured professional environment
- ◆ Good attendance
- ◆ 2 Letters of Recommendation (1 Academic and 1 Personal)

Completed application packets are due **no later than March 11, 2022** to Nicole Graves-Watson, Community Justice Coordinator, Office of the Essex County Prosecutor, 50 West Market Street, Third Floor, Newark, New Jersey 07102. Completed application packets can be scanned and emailed to [nicole.graves@njecpo.org](mailto:nicole.graves@njecpo.org). Recommendation letters must be included with applications. Do not staple applications and/or recommendation letters to mailed applications. **Incomplete applications will not be considered.** Please note that this application and/or program may be subject to change.