

LEGAL INTERN OPENINGS FOR SPRING 2018

The **U.S. Commission on Civil Rights (Commission), Washington D.C., Office of the General Counsel**, seeks law school interns for the spring semester (January – May, 2018).

The Commission is an independent, bipartisan agency first established by Congress in 1957. The Commission:

- Investigates complaints alleging that citizens are being deprived of their right to vote by reason of their race, color, religion, sex, age, disability, or national origin, or by reason of fraudulent practices;
- Studies and collects information relating to discrimination or a denial of equal protection of the laws under the Constitution because of race, color, religion, sex, age, disability, or national origin, or in the administration of justice;
- Appraises Federal laws and policies with respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, disability, or national origin or in the administration of justice;
- Serves as a national clearinghouse for information in respect to discrimination or denial of equal protection of the laws because of race, color, religion, sex, age, disability, or national origin;
- Submits reports, findings, and recommendations to the President and Congress; and
- Issue public service announcements to discourage discrimination or denial of equal protection of the laws.

Intern duties:

- perform legal, administrative, and clerical tasks in support of Commission projects
- research and summarize case-law, pending/current legislation and regulations, internet sources, studies, law review articles, periodicals, and relevant resources used to prepare reports, memoranda, other legal documents, or aid in the development of project concepts
- draft memoranda and/or reports
- review and verify the accuracy and form of legal citations in Commission reports
- assist in preparation of hearings and briefings, including but not limited to: preparing statements, drafting staff reports, reviewing witness biographies, and preparing briefing books for the Commissioners and agency staff
- may attend relevant Capitol Hill hearings and/or other civil rights events or conferences

Intern requirements:

- enrollment in an ABA-approved law school pursuing a JD or LLM degree
- interest and/or background in civil rights or civil liberties
- superior research and writing skills
- minimum time requirement is flexible, but a commitment of 15-20 hours/week is preferred
- for law school credit or experience purposes, since the internship is uncompensated

APPLICATION PROCESS:

Please email a cover letter, resume, references, and short writing sample (<5 pages, unassisted) to the Office of General Counsel at ogcinternships@usccr.gov, with your contact information and references' telephone numbers in the body of the email. **Applications are considered on a rolling basis, but no later than December 30, 2017 for Jan – May, 2018.** The Commission is located at 1331 Pennsylvania Avenue NW, Suite 1150, Washington, D.C. 20425, in the heart of downtown Washington.