

## LEGAL INTERN OPENINGS FOR SPRING 2019

The **U.S. Commission on Civil Rights (Commission)**, Washington D.C., **Office of the General Counsel (OGC)**, seeks law school interns for the spring semester (Jan - May 2019).

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

- 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;
- Submits reports, findings, and recommendations to the President and Congress;
- 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

### **OGC Intern duties:**

- Edit draft legal reports
- Research and summarize case law, pending/current legislation and regulations, studies, law review articles, periodicals and other resources
- Draft pleadings or other legal documents for any litigation currently active
- Perform other legal, administrative, and clerical tasks in support of OGC legal memoranda and/or portions of reports
- Review and verify the accuracy and form of legal citations in Commission reports

### **OGC 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 hours/week is expected
- The internship is unpaid

### **APPLICATION PROCESS:**

Please email a 1) cover letter, 2) resume, 3) references, and 4) short **unassisted** writing sample (<5 pages, unedited by anyone else) to the Office of General Counsel at [ogcinternships@usccr.gov](mailto:ogcinternships@usccr.gov), with your complete contact information in the body of the email. **Applications are considered on a rolling basis, meaning that positions may be filled.** The Commission's mailing address is 1331 Pennsylvania Avenue NW, Suite 1150, Washington, D.C. 20425 (note that the entrance is on F Street) in the heart of downtown Washington.