



INTERNSHIP ANNOUNCEMENT SUMMER 2020

Opening Date: September 13, 2019 **Closing Date:** February 7, 2020

BRIEF DESCRIPTION OF POSITION

Neighborhood Legal Services Program of the District of Columbia will have the following openings for up to seven legal interns for Summer 2020:

- Two interns in the Economic Security Unit
- Two interns in the Family Law Unit
- Two interns in the Housing Law Unit
- One intern in the Brief Services Unit

Interns will start the week of June 1, 2020 and end the week of August 7, 2020, although start and end dates are negotiable if a certain number of hours are needed. Interns will be expected to work full time, Monday through Friday, from 9:00am until 5:00pm. One Economic Security intern, one Housing Law intern, and the BSU intern will be at NLSP's Headquarters office (64 New York Avenue NE). One Family Law intern and one Economic Security intern will be located at NLSP's Deanwood office (4609 Polk Street NE). One Family Law Unit Intern and one Housing Law intern will be located at NLSP's Southeast Office (2412 Minnesota Avenue SE).

PRIMARY RESPONSIBILITIES

- Family Law Unit and Housing Law Unit interns will assist supervising attorneys through all stages of the litigation process, including client interviews, drafting complaints and motions, filing and responding to discovery, and preparing for hearings and trial.
- Brief Services Unit interns will assist supervising attorneys through all stages of the brief services process, including client interviews, providing brief legal advice in all of NLSP's practice areas, and assisting clients to fill out pro se court documents.
- Economic Security Unit interns will assist with cases such as criminal record sealing, complaints involving the Fair Criminal Records Screening Amendment Act, and consumer law issues. They will also survey patrons of our library-based clinics utilizing a pre-developed survey instrument to assist with an evaluation of our project.

- Interns will have the opportunity to attend client meetings, court appearances, and community events.
- Interns will receive training about relevant substantive law, litigation, and NLSP's approach of using the law to fight poverty.
- Interns will assist attorneys with legal research and writing.
- All interns will help staff the D.C. Superior Court Small Claims Resource Center.

EXPERIENCE AND QUALIFICATIONS

Rising 2Ls and 3Ls from accredited law schools are eligible to apply for an internship. Primary selection criteria include:

- a commitment to serving low-income clients
- passion for public interest law, particularly for civil legal services
- strong academic performance, including excellent research and writing skills
- clinical or other relevant experience working with low-income communities
- exceptional communication skills (written and oral) and strong interpersonal skills
- an ability to work independently

COMPENSATION

The internship is not paid. NLSP will work with law schools that fund or provide credit to students.

ABOUT NLSP

Since 1964, Neighborhood Legal Services Program for the District of Columbia ("NLSP") has provided free legal services in civil cases to low-income residents of the District of Columbia. NLSP pioneered the concept of a law office rooted in the neighborhoods that it serves and established landmark precedents that have retained their vitality and relevance. NLSP remains embedded in D.C.'s most low-income communities, builds its work on strong partnerships with community-based organizations, and seeks to achieve lasting change for its clients and their communities by using a full range of advocacy tools. Its diverse and passionate staff embraces an explicitly anti-poverty mission and shares a deep commitment to securing meaningful access to justice.

APPLICATION MATERIALS

1. A cover letter explaining why you want to intern at NLSP, which of NLSP's practice units you are interested in, and why you are interested in that area
2. Up-to-date law school transcript
3. Resume (Please indicate any proficiency in languages other than English and your level of fluency)
4. Name and contact information for two references (law school professors, judges, practicing lawyers or others in a position to comment on the applicant's qualifications for a position at NLSP)
5. An original, substantive writing sample that is no more than five pages in length.

APPLICATION PROCESS

Please send, as a single pdf file, your application materials in an email with the subject line, “2020 Summer Internship” to:

Bradford Voegeli, Director of Private Attorney Involvement

Email: bvoegeli@nlsp.org

NLSP will interview candidates on a rolling basis. Internships will be open until filled. Highly motivated applicants should not wait to apply. Please remember to indicate in your cover letter the practice unit in which you are most interested.

NLSP IS AN EQUAL OPPORTUNITY EMPLOYER

Neighborhood Legal Services Program (“NLSP”) is an equal opportunity employer, committed to inclusive hiring and dedicated diversity in our staff. It is the policy of NLSP that no employee or applicant for employment or services will be discriminated against because of race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation, family responsibilities or family status, veteran’s status, or any other basis prohibited by law, including the D.C. Human Rights Act and Language Access Act.

NLSP thrives on our diversity and we strongly encourage women, persons of color, LGBTQ+ individuals, veterans, persons with disabilities, returning citizens, and persons from other underrepresented groups to apply.