



EXTERNSHIP ANNOUNCEMENT

FALL 2024

Opening Date: August 16, 2024 **Closing Date:** September 6, 2024

BRIEF DESCRIPTION OF POSITION

Neighborhood Legal Services Program of the District of Columbia has openings for fall 2024 externs in each of its practice units: Brief Services Unit, Economic Security Unit, Family Law Unit, and Housing Law Unit.

All externships will be conducted on a hybrid schedule during the 2024 fall semester. While weekly work schedules are flexible, applicants must be available for work activities generally within work days based on Eastern Standard Time.

Start and end dates are flexible, although fall externships are generally available from the week of September 16, 2024, through the week of December 6, 2024. Externs must be able to work 10 - 20 hours per week. NLSP will give first priority to applicants who can commit to working at least 15 hours per week.

PRIMARY RESPONSIBILITIES

- Family Law Unit and Housing Law Unit externs 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 externs 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 externs will assist with cases involving consumer law issues, public benefits, criminal record sealing, and complaints involving the Fair Criminal Records Screening Amendment Act.

EXPERIENCE AND QUALIFICATIONS

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

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 extern at NLSP, which of NLSP’s practice units you are interested in, and why you are interested in that area
2. Resume (Please indicate any proficiency in languages other than English and your level of fluency)
3. 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)
4. 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, “2024 Fall Externship” to:

Marka Belinfanti, Director of Private Attorney Involvement
Email: DirectorofPAIHiring@nlsp.org

NLSP will interview candidates on a rolling basis. Externships 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.