



American-Arab Anti-Discrimination Committee

Legal Associate Internship Program

Qualifications: Legal interns must have completed at least **one (1) year of law school**. Rising 2Ls and 3Ls are eligible.

Job Description:

- **Conducting client intake:** Legal associates are responsible for conducting the legal intake when people report an incident to ADC over the phone or online. They also conduct phone interviews with clients to help determine the facts and legal matters of each case.
- **Casework:** Legal associates are responsible for their own cases under the direct supervision of the ADC attorneys. Cases can involve employment discrimination, airline discrimination, educational discrimination, hate crimes, immigration, and freedom of speech.
- **Amicus Briefs:** Legal associates assist with the research and writing of ADC amicus briefs in high profile cases, including cases before the Supreme Court of the United States.
- **Policy Work:** Legal associates draft policy memos and letters to federal agencies. They also have opportunities to represent the ADC at various meetings and conferences with civil and human rights organizations and federal agencies. In addition, legal associates are strongly encouraged to attend hearings and write articles related to the issues that ADC handles.

Deadlines: Completed applications for the Summer internship program must be received by April 1, 2019. Applications for internships during the academic year (Fall & Spring) are accepted on a rolling basis.

Applications must include:

- Completed application form
- Resume
- Academic transcript
- Three (3) references
- Writing sample
- Cover letter

Personal Information:

Full Name: _____

Phone: _____ Email: _____

Current Address: _____

Permanent Address: _____

Internship Duration:

Summer Start Date: _____ End Date: _____

Fall Start Date: _____ End Date: _____

Spring Start Date: _____ End Date: _____

For general questions about the Internship Program, call (202) 244-2990 or email legal@adc.org

Internship Agreement:

I certify that the information provided in this application is true and complete to the best of my knowledge. I understand that false or misleading information given in my application, resume, or interview(s) may result in ADC's determination to not offer employment/internship or, in the event of employment/internship, it may result in discharge.

I understand that all offers of employment/internship are conditional upon satisfactory reference checks. I authorize ADC to seek and contact references, for the purpose of verifying work history and information offered in interviews. I will hold ADC and all references contacted harmless for their actions related to the verification.

Signature

Date

Email all completed materials in PDF form to legal@adc.org

OR

Send hard copy submissions to:

American-Arab Anti-Discrimination Committee
1705 Desales St NW Ste 500, Washington, D.C. 20036

Please choose ONE (1) form of submission. Electronic is preferred.

This posting provides a general, but not comprehensive, list of the opportunities of the internship. It does not represent a contract of employment. ADC reserves the right to change the posting at any time without advance notice.

ADC is an equal opportunity employer. We value a diverse workforce and an inclusive culture. ADC encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status, and record of arrest or conviction.

ADC undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions.