



**Internship Opportunities  
at the American Bar Association  
Washington DC Office**



American Bar Association  
740 15th Street, NW  
Washington, DC 20005  
(202) 662-1000  
[www.abanet.org](http://www.abanet.org)





Thank you for your interest in internship opportunities at the American Bar Association (ABA). This handbook, produced annually by the Information Services Unit, is a compilation of information from entities in the ABA's Washington office. As there is no central internship coordinator for this office, **please apply directly to the entity or entities that interest you.** Again, thank you for your interest in the ABA. We wish you success in your future endeavors.

American Bar Association  
Information Services Unit  
740 15th St. NW  
Washington, DC 20005  
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This guide is retrievable online at [www.abanet.org/hr/interns](http://www.abanet.org/hr/interns).

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# ABA/UNDP International Legal Resource Center

## About the ABA/UNDP ILRC

The ILRC is a joint project between the American Bar Association (ABA) and the United Nations Development Programme (UNDP). The ILRC assists UNDP representative offices around the world to identify candidates to provide legal advice and training, primarily on a pro bono basis, in legal institution-building, judicial reform, drafting of legislation, and other law-related areas. Housed in the ABA Section of International Law since its inception in February 2000, the ILRC has received and responded to increasing numbers of requests for legal expertise and information from UNDP Country Offices in Africa, Asia, Latin America and the Caribbean, the Middle East, and the CEE and CIS region. The ILRC also serves as a depository of relevant rule of law and governance documents and other materials which are available to legal experts, UNDP staff, government officials, and others involved in UNDP-sponsored programs. In addition, the ILRC is available for specialized assistance to UNDP Offices upon request.

## Intern Responsibilities

Internship responsibilities include assistance in review of UNDP requests for legal experts, research on UNDP countries and relevant laws, and administrative tasks such as scanning, editing and filing documents. Intern will be responsible for in-depth research and writing assignments. Additionally, the intern will have the opportunity to attend conferences and seminars sponsored by the ABA and other institutions in the national capital area.

## Length of Internship

1 internship per term (Spring, Summer and Fall). Students on semester cycle are welcome.  
Deadlines: Spring, Dec. 1; Summer, April 1; Fall, August 1.

## Eligibility

Open to all law students, students completing MAs in International Relations or International Development, and 4th year undergraduate students (Majoring in Political Science or Pre-Law). Candidates must demonstrate an interest in international development issues, and have research or computer capabilities. Additional languages are an asset.

## Compensation

Unpaid.

## Application Instructions

Submit letter of interest, including dates and hours per week available for internship commitment, resume, 3-5 page writing sample, and two letters of recommendation via e-mail, to Jacqueline Gichinga, Project Coordinator, at [gichingj@staff.abanet.org](mailto:gichingj@staff.abanet.org).

## Internet Address

<http://www.abanet.org/intlaw/intlproj/ilrc/home.html>

# Commission on Law and Aging

## About the Commission

The ABA Commission on Law and Aging analyzes and responds to law-related issues concerning the elderly, including public policy research, Social Security due process, long-term care, housing, guardianship and alternatives, court access, and technical assistance on law and aging issues for the purpose of improving the quality of life and meeting the law-related needs of older persons—especially older persons who are poor, vulnerable, or disabled.

## Intern Responsibilities

The Commission's Borchard Foundation summer intern will produce at least one major publishable product (a report, article, analysis, bibliography, etc.). In addition, the paid intern will assist staff attorneys in researching or monitoring other legal/policy developments or work on an identifiable component of a larger research or writing project. The subject matter focus will be chosen from among current priorities of the Commission.

The Coleman summer internship will focus on one or two policy research topics, on which a complete written product will be expected by the end of the summer. In the past, the Commission has been successful in publishing many of these written products in various forms.

Unpaid supervised internships with similar responsibilities are available during the academic year.

## Length of Internship

The summer internships extend from 10 to 12 weeks, full time.

## Eligibility

Open to law students. For the paid summer internships, completion of second year of law school is required.

## Compensation

The summer internships are paid.

## Application Instructions

Contact the Commission at 202-662-8690 or [abaaging@abanet.org](mailto:abaaging@abanet.org).

## Internet Address

[www.abanet.org/aging](http://www.abanet.org/aging)

## Special Committee on Bioethics and the Law

### **About the Committee**

The Special Committee on Bioethics and the Law of the American Bar Association was created in 1991 in an effort to foster coordination, communication, and partnerships among ABA entities working in the field of bioethics and the law. The Committee's primary aim is to serve as the focal point for Association activities related to bioethics. The Committee accomplishes this mission by providing members and the leadership of the Association with a comprehensive and current understanding of the legal issues arising out of, and accompanying, the resolution of bioethical problems. Additionally, the Committee provides a forum for the exchange of ideas and information among its constituent members. The Committee also continues to strengthen the ABA's position as the nation's preeminent legal source on bioethics issues. The Special Committee publishes the *Bioethics Bulletin*, the *Guide to Bioethics Related Annual Meeting Programs*, and the *Directory of ABA Entities with an Interest in Bioethics*.

### **Intern Responsibilities**

Assists staff in all aspects of Committee projects.

### **Length of Internship**

Variable.

### **Eligibility**

Open to undergraduate and law students.

### **Compensation**

Unpaid.

### **Application Instructions**

Contact the Commission at 202-662-1694 or [bioethics@abanet.org](mailto:bioethics@abanet.org).

Please email cover letter, brief writing sample and resume to [bioethics@abanet.org](mailto:bioethics@abanet.org)

or mail to: Special Committee on Bioethics and the Law

Internship Application

740 15<sup>th</sup> Street, NW

Washington, DC 20005

### **Internet Address**

[www.abanet.org/publicserv/bioethics](http://www.abanet.org/publicserv/bioethics)

# Center on Children and the Law

## About the Center

The mission of the Center on Children and the Law is to improve the quality of life for children through advancements in law, justice and public policy. The Center was founded in 1978 by the ABA Young Lawyers Division.

## Intern Responsibilities

Internships generally involve legal research and writing in the area of children's law. Topics may include legal issues related to child abuse and neglect, foster care and adoption, child and adolescent health, juvenile status offenders and juvenile court improvement.

## Length of Internship

Varies. 2-5 positions available during the school year; 5-10 during the summer.

## Eligibility

Law students preferred, but other graduate students and undergraduates are welcome to apply. All applicants must demonstrate an interest in child welfare issues.

## Compensation

Interns at the Center have been students on work-study, students using a public-interest stipend through their schools, or student volunteers. Paid internships are rarely available.

## Application Instructions

Submit a resume and cover letter. Please note in cover letter whether you are seeking a paid internship, are able to volunteer, are on work study, or can obtain academic credit or public-interest law stipend through your school. Your application will be reviewed by Center staff who will contact you directly if they are in need of intern support. E-mail to

ctrchildlaw@abanet.org, or mail to

Howard Davidson

ABA Center on Children and the Law

740 15th St. NW

Washington, DC 20005

For further information, contact Howard Davidson at davidsonha@staff.abanet.org or 202-662-1740, or visit

[www.abanet.org/child/internships.shtml](http://www.abanet.org/child/internships.shtml).

## Internet Address

[www.abanet.org/child](http://www.abanet.org/child)

# Death Penalty Representation Project

## About Death Penalty Representation Project

The ABA created the Project in 1986 in order to better inform the bar and public about the lack of representation available to death-row inmates. We address this urgent need by recruiting competent, volunteer attorneys, offering training and assistance to practitioners, and working for systemic reform to ensure that individuals facing a sentence of death are represented at every stage of the proceedings by competent counsel.

## Intern Responsibilities

### Legal:

Legal research: Legal interns conduct research and respond to inquiries regarding current case law for *amicus curiae* briefs and attorneys with death penalty cases.

Policy research: The Project promotes systemic change in the capital defense system. Legal interns research state and federal statutory law in relation to the appointment of counsel, standards, compensation, and procedure.

Case summaries: The Project recruits volunteer lawyers to represent indigent inmates on death row. Legal interns research the cases of unrepresented inmates and prepare summaries to be used at recruitment meetings.

Inmate letters: The Project receives hundreds of letters from inmates requesting assistance. Legal interns are responsible for researching the case, referring it to the resource counsel, and responding with the results.

Fundraising: The Project continuously seeks outside funding sources to support training seminars and resource counsel. Legal interns assist in this research.

Website: The Project maintains a website that contains resources for attorneys representing capital defendants. Legal interns are responsible for summarizing recent court opinions, training events and news to be posted on the site.

Administrative: The Project is staffed by only three people, and everyone is involved in the day-to-day office management. Legal interns take an active role in the office and assist in tracking news clippings and updating files.

### Undergraduate:

Recruitment: The Project's most important duty is to find representation for unrepresented death-row inmates. This requires an extensive nationwide firm-recruiting process. One major task the undergraduate intern will be involved in is researching and contacting firms from various states, creating and updating computer databases with their information, and sending out invitations to these firms for the Project's recruitment meetings. The intern will also track potential recruits.

Inmate letters: The Project receives hundreds of letters from inmates requesting assistance. Using materials provided, the undergraduate intern will be asked to research the inmate's case and respond with the results.

Website: The Project maintains a website that contains resources for attorneys representing capital defendants. Undergraduate interns are responsible for keeping the site records updated and posting new items.

*Continued on next page*

## Death Penalty Representation Project *(continued)*

Editing: The Project maintains thousands of resource materials from both national and international sources. The undergraduate intern will be asked to edit and format these documents and keep detailed accounts of all files.

Administrative: The Project is staffed by only three people, and everyone is involved in the day-to-day office management. Undergraduate interns are expected to take a leadership role in the organization and maintenance of all data, records and files.

### **Length of Internship**

One semester or academic quarter.

### **Eligibility**

Law student or undergraduate student. Previous experience with or knowledge of the death penalty is not required.

### **Compensation**

Volunteer.

### **Application Instructions**

Send cover letter, resume, writing sample, and 3 references to Michele Meitl, Staff Attorney, at [meitlm@staff.abanet.org](mailto:meitlm@staff.abanet.org) or the following address: 740 15th Street, NW, 7th Floor, Washington, DC 20005.

### **Internet Address:**

Don't hesitate to call our office at (202) 662-1738 with any questions!  
Visit our website at [www.abanet.org/deathpenalty](http://www.abanet.org/deathpenalty)

## Section of Dispute Resolution

### **About the Section**

The Section of Dispute Resolution provides its members and the public with creative leadership in the dispute resolution field by fostering diversity, developing and offering educational programs, technical assistance, and publications that promote problem-solving and encourage excellence in the provision of dispute resolution services.

### **Intern Responsibilities**

Undergraduate interns may research emerging critical issues; conduct needs assessment and systems design for dispute resolution in specific areas, such as health law and construction, and in institutions such as corporations, government agencies and associations; design and implement surveys; make site visits, for example, to the Multi-Door Program; research state and federal legislation; analyze policy and ethical issues; and assist with projects and CLE meetings, as needed.

Law student interns focus on alternative dispute resolution (ADR) research under supervision of an attorney. Former interns have written papers on subjects including the use of ADR in environmental land disputes and the use of mediation under the Individuals with Disabilities in Education Act. Interns have also participated in projects such as the Directory of Law School ADR Courses and Programs, the State and Local Bar Alternative Dispute Resolution Survey, and the National ADR Resource Center. In addition, law student interns may shadow local dispute resolution practitioners, meet with experts in the field, and gain practical experience in Washington, D.C.

### **Length of Internship**

Varies. Positions available throughout the year.

### **Eligibility**

Open to undergraduates and law students.

### **Compensation**

Unpaid.

### **Application Instructions**

Contact Stephen Kotev at 202-662-1698 or [kotevs@staff.abanet.org](mailto:kotevs@staff.abanet.org).

### **Internet Address**

[www.abanet.org/dispute](http://www.abanet.org/dispute)

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# Commission on Domestic Violence

## About the Commission

Founded in 1994, the ABA Commission on Domestic Violence (the Commission) is the only national organization that focuses exclusively on improving the legal response to domestic violence, sexual assault, and stalking. The mission of the Commission is to increase access to justice for victims of domestic violence by mobilizing the legal profession. Recent studies have confirmed that access to legal representation is one of the most effective resources for victims of domestic violence to escape violent situations. The Commission addresses the acute need to increase the number of well-trained and supported attorneys providing representation to victims of domestic violence by providing on-going in-person, web-based, and telephonic training opportunities for attorneys, law students, and other legal advocates.

## Law Clerk Responsibilities

The law clerk will provide legal research, writing and analysis assistance to the director and staff attorneys in development of training materials and other resources for lawyers representing victims of domestic violence, sexual assault and stalking.

## Length of Clerkship

The clerkship requires a minimum commitment of 35 hours per week for 10 weeks during the summer, and a minimum commitment of 10 hours per week for 10 weeks during the semester.

## Eligibility

Ideal applicants will have some experience assisting victims of domestic violence, sexual assault and stalking, and excellent writing, researching and communication skills. A sense of humor and a willingness to take initiative are also important.

## Compensation

The clerkship is unpaid, although assistance with any external attempts for funding or school credit will be supported.

## Application Instructions

Applications accepted until position is filled. Submit cover letter, resume and three references to:

Rebecca Henry, Esq.  
American Bar Association  
Commission on Domestic Violence  
740 15th Street NW  
Washington, DC 20005  
(202) 662-1737  
(202) 662-1594 (fax)  
[henryr@staff.abanet.org](mailto:henryr@staff.abanet.org)

## Internet Address

[www.abanet.org/domviol](http://www.abanet.org/domviol)

## Standing Committee on Election Law

### **About the Committee**

The Standing Committee on Election Law of the American Bar Association was created in 1973 as a Special Committee to develop and examine ways to improve the federal electoral process. In 1979, a ten-member Advisory Commission was created consisting of the Chair and Vice-chair of the Federal Election Commission, election law attorneys, and academics. The Standing Committee and its Advisory Commission are nationally recognized election law experts charged with representing the Association's commitment to ensure that the nation's election laws are legally sound and drafted to permit the broadest, least restrictive access by Americans to the ballot box. The Standing Committee studies and develops policy recommendations designed to improve the American electoral process. The Committee is also actively involved in an ongoing general study and examination of electoral issues and voter participation in order to keep the ABA informed about the trends and changes in the electoral process.

### **Intern Responsibilities**

Intern will assist committee staff in various projects.

### **Length of Internship**

Varies.

### **Eligibility**

Open to undergraduate and law students.

### **Compensation**

Unpaid.

### **Application Instructions**

Contact the Standing Committee at 202-662-1694 or [election@abanet.org](mailto:election@abanet.org).

Please email cover letter, brief writing sample and resume to [election@abanet.org](mailto:election@abanet.org)

or mail to: Standing Committee on Election Law

Internship Application

740 15<sup>th</sup> Street, NW

Washington, DC 20005

### **Internet Address**

[www.abanet.org/publicserv/election.html](http://www.abanet.org/publicserv/election.html)

## Governmental Affairs Office

### **About the GAO**

The ABA Governmental Affairs Office conducts the legislative program of the Association, lobbying Congress and the executive branch to implement ABA policy objectives. Legislative priority areas include civil justice reform, criminal justice issues, immigration, access to legal education and legal services, anti-terrorism and preservation of civil liberties, international issues, and protecting the independence of the legal profession and the Judiciary.

### **Intern Responsibilities**

Legislative Law clerks and interns work with the entire lobbying staff, conduct research and write memoranda on legal, legislative and policy issues. Interns also have the opportunity for extensive exposure to Capitol Hill, attending hearings, meetings and mark-up sessions in both the House and Senate.

### **Length of Internship**

Part-time during the school year, full-time in the summer. Up to two legislative law clerks and up to three interns.

### **Eligibility**

Legislative law clerks must be currently enrolled in law school. Interns must be in 2nd, 3rd or 4th year of undergraduate study.

### **Compensation**

Unpaid.

### **Application Instructions**

Send cover letter, resume and two short writing samples, preferably on public policy or legal topics, to Kristi Gaines, Legislative Counsel, at [gainesk@staff.abanet.org](mailto:gainesk@staff.abanet.org), or fax to 202-662-1762.

### **Internet Address**

[www.abanet.org/poladv](http://www.abanet.org/poladv)

## Commission on Homelessness and Poverty

### **About the Commission**

The Commission assists in establishing programs through which attorneys can address the legal needs and concerns of homeless and other very poor people. The Commission works on legislative initiatives at the federal and state levels and on ABA policy. Topics include homeless courts, the decriminalization of homelessness, the education rights of homeless children and youth, innovative approaches to low-income housing development, and protection of the civil rights of homeless people. Staff help legal services offices and bar association pro bono programs develop solutions to legal problems of homeless people. The Commission collaborates with other ABA groups and in the national advocacy community to educate the public about homelessness and the ways in which lawyers can ameliorate its devastating effect on adults and children.

### **Intern Responsibilities**

Intern will assist in various projects.

See also John J. Curtin Jr. Fellowship at [www.abanet.org/homeless/curtin.html](http://www.abanet.org/homeless/curtin.html).

### **Length of Internship**

Varies.

### **Eligibility**

Open to law students.

### **Compensation**

Unpaid.

### **Application Instructions**

Contact the Commission at 202-662-1694 or [homeless@abanet.org](mailto:homeless@abanet.org).

See also John J. Curtin Jr. Fellowship at [www.abanet.org/homeless/curtin.html](http://www.abanet.org/homeless/curtin.html).

### **Internet Address**

[www.abanet.org/homeless](http://www.abanet.org/homeless)

# Commission on Immigration

## About the Commission

The Commission directs Association efforts to ensure fair and unbiased treatment and full due process rights for immigrants and refugees within the United States.

## Intern Responsibilities

Assist in cutting-edge national advocacy work for immigrants, refugees and newcomers to this nation. Law clerks (law students) and interns (undergraduates) will have the exceptional opportunity to participate in research and development of various policy initiatives to ensure that immigration laws respect the due process rights of immigrants, to benefit adult and children immigrants and refugees detained by the ICE, and to promote pro bono practices across the country. Projects include analyzing legislation and policy issues, drafting comments to regulations, developing publications, reports, and other materials to educate members of the bar and public about the immigration laws. Through your work, you will hone your legal research, writing and advocacy knowledge and skills and gain in-depth experience in immigration policy work. Clerkships and internships provide exceptional experience for developing a career in the field of immigration or human rights.

## Length of Internship

Varies. Fall and Spring Semester – 16 hours/week. Summer is full-time.

## Eligibility

Open to undergraduates, law students and law graduates with a demonstrated commitment to public interest law and immigration and refugee issues. Interns who can commit to working two days per week will be preferred. Proficiency in Spanish or other foreign language would be helpful, but is not required.

## Compensation

Unpaid, however student(s) may qualify for academic credit.

## Application Instructions

Send cover letter, resume, writing sample and references to [immcenter@abanet.org](mailto:immcenter@abanet.org).

## Internet Address

[www.abanet.org/immigration](http://www.abanet.org/immigration)

## Section of Individual Rights and Responsibilities

### **About the Section**

The Section provides leadership to the legal profession in protecting and advancing human rights, civil liberties and social justice. Through education and advocacy, the Section expresses the legal profession's commitment to achieving the American ideals of justice, freedom and equality for all through the legal system.

### **Intern Responsibilities**

Conduct legal research and assist staff in monitoring state and federal legislative developments on various civil rights, civil liberties and human rights issues. May attend congressional hearings, meetings of civil rights and civil liberties organizations and coalitions, and other events involving individual rights issues. May also work with issue-based committees on particular projects, write articles for the Section newsletter, and perform other tasks as assigned. Intern may also develop a project or research paper independent of the intern's daily duties, but related to Section priorities and issues.

### **Length of Internship**

Up to four positions available per academic term.

### **Eligibility**

Open to undergraduates (preferably 3rd or 4th year) and law students. Candidates must be hard-working, professional, possess excellent writing and research skills, and demonstrate interest in Section issues.

### **Compensation**

Unpaid. Students eligible to earn academic credit.

### **Application Instructions**

Contact the Section at 202-662-1030 or [irr@abanet.org](mailto:irr@abanet.org).

### **Internet Address**

[www.abanet.org/irr](http://www.abanet.org/irr)

## Section of International Law

### About the Section

The Section of International Law has been the leader in the development of policy in the international arena, the promotion of the rule of law, and the education of international law practitioners. It is the only ABA entity that focuses on the full range of international legal issues and is involved in a wide variety of substantive legal activities. Currently, the Section has over 20,000 members worldwide. The objective of the Section of International Law is to promote interest, activity and research in international and comparative law and to implement Goal VIII of the Association, "to promote the rule of law in the world." The Section engages in proactive and regular member services activity involving marketing and promotional work in the areas of membership, seminars, events, and technology.

### Intern Responsibilities

#### International Projects Intern:

The Section administers the International Legal Exchange Program (ILEX), which is designed to enhance American lawyers' understanding of legal practices in foreign countries and acquaint foreign lawyers and judges with the U.S. system. The Section also administers grant-funded projects designed to provide technical legal assistance to governments, institutions and organizations of another country. The International Projects Intern provides project and administrative support to the International Projects Director, including, but not limited to, developing and updating spreadsheets tracking J-1 visa users; researching information on certain countries and current events relating to ILEX briefing trips; writing substantive memos related to Section policy; assembling briefing materials; disseminating correspondence; and assisting in logistical arrangements.

#### Membership Intern (paid):

- Assist with recruiting speakers and organizing of Pathways to Employment in International Law Programs at law schools and LLM programs with Section Staff and Law Student Committee.
- Assist in researching web resources, internship and summer program opportunities for Student Headquarters section of the website.
- Help with the recruitment of student mentorship program.
- Assist with collating and mailing new member packets.
- Provide general administrative assistance to membership and committee department as needed.
- 10-15 hours per week.
- College Degree or Enrolled in Degree Program.
- Proficient in Microsoft Outlook, Office and Excel.

#### Meetings Intern:

Provides administrative support to the Director of Meetings and Programs, including sending confirmation notices; producing name signs and badges; assisting on-site with logistics (when program held in DC); and creating a database as needed.

### Length of Internship

Three per semester; three per summer: International Projects; Membership; and Meetings.

*Continued on next page*

## Section of International Law *(continued)*

### **Eligibility**

Must be currently pursuing or possess an undergraduate degree (International Project Intern applicants must be undergraduates or recent graduates); available to work a minimum of 15 hours per week; and experienced with MS Word, Excel and Internet research. Strong written and verbal communication skills, ability to handle multiple tasks simultaneously and accurately, work independently and with others in a fast-paced office, and an interest in international law also required.

### **Compensation**

Unpaid.

### **Application Instructions**

Submit cover letter, schedule of availability, a short writing sample (3-5 pages), and one-page resume to [intlaw@abanet.org](mailto:intlaw@abanet.org) or fax to 202-662-1669. Deadlines are as follows: Spring– January 31, Summer– April 15, Fall– August 15, and Winter– December 15.

Membership Intern: Email resume and cover letter to Angela Benson at [bensona@staff.abanet.org](mailto:bensona@staff.abanet.org).

### **Internet Address**

[www.abanet.org/intlaw](http://www.abanet.org/intlaw)

# Council on Legal Education Opportunity

## **About CLEO**

Since 1968, CLEO has created opportunities for low-income, minority and economically disadvantaged students to attend law school by exposing them to an intensive, six-week, on-campus, pre-law summer institute program. The program, taught by full-time law professors and designed to simulate the rigors of the first year of law school, gives admission personnel an opportunity to assess the applicant's likelihood of success while simultaneously increasing the applicant's confidence. CLEO alumni, most of whom were considered risky and had not been admitted to law school prior to their summer experience, have become deans and professors, federal and state judges and legislators, and practitioners in all areas.

## **Intern Responsibilities**

CLEO is looking for interns to assist with a variety of projects, including researching alumni files to develop a solid alumni database and outreach program; developing a marketing plan to increase membership in the CLEO Consortium; researching information related to minority/low-income students' law school admissions; and assisting with designing a state-of-the-art computer access component.

## **Length of Internship**

Varies.

## **Eligibility**

Business/Marketing/Information Systems majors; Graduate students with excellent research/statistical skills.

## **Compensation**

Negotiable.

## **Application Instructions**

Contact CLEO at 202-216-4343 or email [cleo@abanet.org](mailto:cleo@abanet.org).

## **Internet Address**

<http://cleoscholars.com>

## Division for Media Relations and Communication Services

### **About the Division**

The Division for Media Relations and Communication Services provides a wide range of services for ABA leadership and Division entities, including communication counseling and strategic planning, media training, crisis communications, video/audio news releases, news conferences, press briefings, editorial services, satellite media tours, press releases, event publicity, interview placements, and briefing and issue papers.

### **Intern Responsibilities**

Provides project and administrative assistance. Interns conduct research to support communication of ABA policies, research and update media contact lists, and prepare media research on cities nationwide in preparation for ABA officer visits. Interns also may assist with logistics for press briefings and other media events, and in some cases may draft basic materials. Administrative duties include helping answer the telephone, assembling press kits, faxing, and photocopying. Successful candidates are organized, self-motivated, have excellent research and writing skills, and possess an outgoing, team spirit.

### **Length of Internship**

Interns are asked to work at least three days or 24 hours per week for a minimum of 12 weeks.

### **Eligibility**

Open to undergraduate students who demonstrate an interest in public affairs.

### **Compensation**

Unpaid.

### **Application Instructions**

Please send resume, cover letter, short writing sample, and letter of recommendation to [Ortbals-Tibbss@staff.abanet.org](mailto:Ortbals-Tibbss@staff.abanet.org) or fax to 202-662-1099.

### **Internet Address**

[www.abanet.org/media](http://www.abanet.org/media)

# Commission on Mental and Physical Disability Law

## **About the Commission**

The Commission on Mental and Physical Disability Law (CMPDL) exists to fulfill the ABA's commitment to justice and the rule of law for persons with mental and physical disabilities.

## **Internship Opportunity**

CMPDL interns cite-check cases and legislation referenced in numerous Commission publications, research case law and legislation on a variety of disability issues, and assist in special Commission projects.

## **Eligibility**

Two internships are available per semester and in the summer: one for a law student and one for an undergraduate.

## **Compensation**

Law student internship: paid.

Undergraduate internship: unpaid, but academic credit is available.

## **Contact**

Contact CMPDL at 202-662-1570 or [cmpdl@abanet.org](mailto:cmpdl@abanet.org).

## **Internet Address**

<http://www.abanet.org/disability>

# Standing Committee on Law and National Security

## About the Committee

The Standing Committee on Law and National Security conducts studies, sponsors programs and conferences, and administers working groups on law and national security related issues. The committee's activities are designed to assist policymakers, to educate lawyers, the media and the public, and to enable the committee to make recommendations to the American Bar Association governing body.

The standing committee provides research and advice on such subjects as: the congressional role in intelligence oversight, the legal system's ability to cope with transnational terrorism, the promotion of the rule of law in the intelligence and law enforcement communities, international law in the conduct of the military, and the role of law in preventing the proliferation of weapons of mass destruction.

## Intern Responsibilities

Selected candidates will assist the committee Staff Director in the development and execution of committee's daily business. She/he will assist and attend meetings and programs and cover hearings or other business on Capitol Hill on behalf of the Standing Committee. Issues include terrorism, weapons of mass destruction, information warfare, rule of law or homeland security. She/he will work on monthly newsletter (proofreading, research) and will assist with annual conferences and monthly breakfast programs featuring prominent speakers in the national security law area. Intern will also assist in website maintenance.

## Length of Internship

2-3 days a week (flexible) each semester, including summer.

## Eligibility

Undergraduate applicants need to be of junior year standing or higher. Recent graduates and graduate students are also welcome to apply. Knowledge of HTML or Adobe Acrobat, PageMaker, and Microsoft applications preferred.

## Compensation

Unpaid.

## Application Instructions

Please submit a cover letter and resume to:

Holly McMahon, Staff Director

ABA Standing Committee on Law and National Security

740 15th Street, NW

Washington, DC 20005

hcmahon@staff.abanet.org

## Internet Address

<http://www.abanet.org/natsecurity/>

# Public Services Division

## About the Entity

Throughout its history, the ABA has strived to apply the knowledge and experience of the legal profession to promotion of the public good. This is the overriding mission of the ABA Division for Public Services, an Association program division providing staff support and expertise for the attorney-sponsored programs and activities that lend focus, voice and visibility to the Association's public services role. Areas of involvement include bioethics and the law; substance abuse law; election law; environmental law; homelessness and poverty; immigration law; the Law Library of Congress; law and national security; and mental and physical disability law.

## Intern Responsibilities

The Division offers several internship opportunities. A ten-week Public Service summer internship is offered to law students to undertake a unique public interest legal research and writing project. In concert with Division attorneys and a law school faculty reviewer, the student will develop and complete a substantive legal monograph that may be published if of sufficient quality. Other Division internships typically involve conducting project research and writing; developing information for directories and other databases; coordinating survey development, distribution and results; and editing manuscripts for publication.

## Length of Internship

The Public Services Division has up to two internships available for the Fall/Winter and Spring/Summer semesters.

## Eligibility

For the Public Service summer internship, applicants must be entering their second or third year at an ABA-accredited law school. For other internships, applicants may be undergraduate or law school students, depending on project need.

## Compensation

The Public Service internship is unpaid. Interns are encouraged to seek academic credit or funding from their law schools where needed. Other internship positions may be paid or unpaid.

## Application Instructions

To apply for the Public Service internship, submit a cover letter; resume; and name, title, mailing address and telephone number of a faculty member who has agreed to serve as reviewer; names and contact information of two references; and a 3-5 page essay describing your proposed writing project in one or more of the Division's areas of involvement, or on the interplay between law and public policy decision-making in one of these areas. Applications are judged for clarity, focus, organization, methodology, feasibility within a 10-week period, skill of writing, value of the project as a contribution to the field, and relevance to the Division's concerns. The annual application deadline is October 1 for the Fall/Winter internships and December 1 for the Spring/Summer internships. Exceptions may be considered on a case-by-case basis. For further instructions, email [publicserv@staff.abanet.org](mailto:publicserv@staff.abanet.org) or contact Carrie Coleman, Administrator, at 202/662-8608, x3004.

Application for our other internship opportunities is by inquiry with cover letter and resume throughout the year.

## Internet Address

<http://www.abanet.org/publicserv>

## Rule of Law Initiative

### About Rule of Law Initiative

The Rule of Law Initiative (ROLI) is a public service project of the American Bar Association dedicated to advancing the rule of law throughout the world, and consolidates the ABA's existing and long-standing rule of law programs in Africa, Asia, Europe and Eurasia, Latin America and the Caribbean, and the Middle East and North Africa. The Rule of Law Initiative believes that rule of law promotion is the most effective long-term antidote to the most pressing problems facing the world community today, including poverty, economic stagnation, and crippling levels of corruption.

### Intern Responsibilities

The internship program is managed on a rolling basis, and departments hire on an as-needed basis. Internships generally require a minimum of 15 hours per week during the school year and can also be full-time during the summer.

### Length of Internship

Varies.

### Eligibility

The Rule of Law Initiative offers a wide range of domestic and international internship opportunities within our various regional divisions and Dept. of Research and Program Development for undergraduate, graduate, and law students, as well as recent graduates interested in international legal development and promoting the rule of law. Applicants should be highly motivated, and have excellent interpersonal skills and an ability to work independently. Training and/or experience in law or international relations preferred. Professional demeanor and proactive work style are essential.

### Compensation

Dependent upon internship.

### Application Instructions

Please visit the "Job Opportunities—Internship Program" section of our website and follow directions specified in each of the position descriptions.

#### Domestic and International Internships

Unless otherwise specified, applications for the ABA Rule of Law Initiative Internship Program should be sent by e-mail or fax to:

Hakim A. Lakhdar  
Recruitment Associate  
Email: [hlakhdar@staff.abanet.org](mailto:hlakhdar@staff.abanet.org)  
Fax: 202-662-1951

### Internet Address:

[www.abarol.org](http://www.abarol.org)

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American Bar Association  
Information Services Unit  
740 15th St. NW  
Washington, DC 20005  
Phone: (202) 662-1010  
Fax: (202) 662-1032