



**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)





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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.

## Legal Research 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

One internship per term (Spring, Summer and Fall). Ten to twenty hours for the Spring and Fall internship, and full-time for Summer Internship.

## Eligibility

Open to all Law Students, students completing MAs in International Relations or International Development, and 4th year undergraduate students (Majoring in Political Science Pre Law). Candidates must demonstrate an interest in international development issues and have research and computer capabilities. Speaking additional languages is 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 references, via e-mail, to Jacqueline Gichinga Project Coordinator, at [gichingj@staff.abanet.org](mailto:gichingj@staff.abanet.org). Feel free to visit our website at <http://www.abanet.org/intlaw/ilrc>.

# 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 may be 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](mailto: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](mailto: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)

# Criminal Justice Section

## About the Section

The Criminal Justice Section has primary responsibility for the American Bar Association's work on solutions to issues involving crime, criminal law, and the administration of criminal and juvenile justice. The Section plays an active leadership role in bringing the views of the ABA to the attention of federal and state courts, Congress, and other federal and state judicial, legislative, and executive policy-making bodies. The Section also serves as a resource to its members on issues in the forefront of change in the criminal justice arena.

## Intern Responsibilities

The criminal justice section is conducting a nationwide research project on the collateral consequences for juveniles who have been convicted of non-violent crimes. The project seeks to develop written materials that compare each state on this issue. This is an excellent opportunity to develop research and writing skills.

## Length of Internship

12 Weeks.

## Eligibility

Applicants should have a working knowledge of Westlaw or LexisNexis. Law students are preferred.

## Compensation

Unpaid.

## Application Instructions

Interested applicants should email [gowenc@staff.abanet.org](mailto:gowenc@staff.abanet.org). Hard copies of resumes are also acceptable. Please direct applications to:

Chris Gown, Criminal Justice Section  
American Bar Association  
740 15th Street, NW  
Washington, DC 20005

## Internet Address

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

# 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**

Only legal interns are paid, please contact the project for details.

### **Application Instructions**

Send cover letter, resume, writing sample, and 3 references to Katie Hughes, Project Assistant, at [hughesk@staff.abanet.org](mailto:hughesk@staff.abanet.org) or the following address:

Katie Hughes  
American Bar Association  
740 15th Street, NW  
7th Floor  
Washington, DC 20005.

Don't hesitate to call our office at (202) 662-1738 with any questions!

### **Internet Address:**

[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**

Law student interns focus on alternative dispute resolution (ADR) research under supervision of an attorney. Interns may research emerging critical issues; conduct needs assessment and systems design for dispute resolution as well as research the use of ADR in institutions such as corporations, government agencies and associations. Interns may be assigned to research state and federal legislation; as well as analyze ADR policy and ethical issues. Previous Interns have participated in projects such as the National Clearinghouse for Mediator Ethics Opinions and the National ADR Resource Center.

### **Length of Internship**

Summer – full-time

### **Eligibility**

Open to law students; first year law students strongly encouraged to apply.

### **Compensation**

Unpaid, although assistance with any external attempts for funding or school credit will be supported.

### **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)

# 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 Jared Hess, Legislative Assistant, at [hessj@staff.abanet.org](mailto:hessj@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).

### **Internet Address**

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

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

# 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 immigration policy issues, drafting comments to regulations, and developing publications, reports, and other materials to educate members of the bar and public. 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

Internships are available year-round and applications are accepted until positions are filled. Candidates should send a resume, a brief writing sample (less than 10 pages), and a cover letter detailing the candidate's interest in working for the Section to:

Ms. Patrice McFarlane, Associate Director,  
ABA Section of Individual Rights and Responsibilities  
740 15<sup>th</sup> St., NW  
Washington, DC 20005.

The cover letter should also include the days and hours during the week that the candidate is available to work. Questions can be directed to Ms. McFarlane at (202) 662-1030 or via email at [irr@abanet.org](mailto:irr@abanet.org).

### Internet Address

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

## 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 23,000 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 and Application Instructions

#### International Projects Intern (unpaid):

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.

Please submit a cover letter, schedule of availability, short writing sample (3-5 pages), and one-page resume to Katie Van Geem, Staff Assistant- Leadership, Rule of Law and Policy at [vangeemk@staff.abanet.org](mailto:vangeemk@staff.abanet.org) or fax to 202-662-1669.

#### Meetings Intern (unpaid):

This internship will focus on the basic principals and practices involved in meeting planning. We will take you through the steps from beginning to end of the planning phases for our upcoming meetings such as our Fall and/or Spring Meeting. This will include following a strict timeline ensuring that the meeting runs successfully. As an intern, you will assist the Section meeting planning team in many of the following areas to include the creation of a hardcopy meeting/registration brochure, marketing, promotions, sponsors and exhibitor, budgets, hotel and other contract negotiation, off-site vendors for receptions/dinners, menu selection, audio visual requirements, program materials, and handling the various day-to-day situations that may arise.

Other tasks of the intern may involve: administrative support to the meetings team; developing and updating spreadsheet tracking for our small committee program and large seasonal meetings; researching hotels and various off-site venues for seasonal meetings; assisting in creating promotional flyers and marketing emails for upcoming meetings; creating innovative ideas for marketing and outreach; sending confirmation notices; producing name signs and badges; and assisting with on-site logistics (when a program is held in the DC area).

Please submit a cover letter, schedule of availability, and one-page resume to Jenny Abreu, Senior Meeting Planner at [abreu@staff.abanet.org](mailto:abreu@staff.abanet.org) or fax to 202-662-1669.

## Section of International Law *(continued)*

### **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.

Please submit a cover letter, schedule of availability, and one-page resume to Angela Benson, Director of Membership at [bensona@staff.abanet.org](mailto:bensona@staff.abanet.org) or fax to 202-662-1669.

### **Length of Internship & Application Deadlines**

Three per semester; three per summer: International Projects; Membership; and Meetings. Deadlines are as follows: Spring– December 1, Summer– April 1, and Fall– August 1.

**\*Spring deadline for the Meetings Internship has been extended to Jan. 23, 2009.**

### **Eligibility**

Must be currently pursuing or possess an undergraduate degree, 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.

### **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 is responsible for the voice of the ABA. Essentially acting as an the ABA's public relations firm, the division provides a wide range of services for ABA officers, the Government Affairs Office, and ABA sections, commissions and centers. Our work combines law, media, and public policy. Activities vary widely, can change quickly, and include: news conferences, press briefings, editorial services, online media, satellite media tours, press releases, event publicity, interview placements, strategic planning, media training, crisis communications, video/audio news releases, and briefing papers.

### Intern Responsibilities

The intern researches issues and press coverage, drafts memos, and assists media outreach by building reporter contact lists. Their work supports ABA policy communications, public appearances by the ABA leaders, and significant ABA events and meetings. Interns also may assist with logistics for press briefings and or draft basic press releases, advisories, or fact sheets. Administrative duties are limited and occasional, but include helping answer the department's main telephone line as needed. Long, medium, and short term projects are assigned over the course of the internship and the intern will depart with a new understanding of how law and the media intersect, and gain working knowledge of new research tools and commonly used public relations software. 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, media, and the law.

### Compensation

Paid.

### 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. An important part of the position is website maintenance and technology.

## 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 including dates of availability and resume to:

Holly McMahan, Staff Director  
ABA Standing Committee on Law and National Security  
740 15th Street, NW  
Washington, DC 20005  
[hcmahan@staff.abanet.org](mailto:hcmahan@staff.abanet.org)

## Internet Address

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

## Division for Public Services

### **About the Entity**

The Division was established in 1968 to lend focus to ABA efforts to commit the resources and expertise of the legal profession to the promotion of the public good. The mission of the Division is to provide leadership in thoughtful identification, development and reform of laws and law-related policies that promote the ideals of a just society and ensure equal rights, protection and advocacy for all, particularly vulnerable populations.

### **Intern Responsibilities**

The Division offers two clerkship opportunities. A ten-week Spring/Summer clerkship is open by competition and offers law students entering their second or third year at an ABA-accredited law school the opportunity to design and complete a legal research and writing project in substantive areas of Division concern. This unique clerkship promotes excellence in public service research and writing, introduces law students to the potential in public interest law practice and scholarship, stimulates scholarly and practical contributions to the field and supports the ABA's commitment to preserve and enhance the ideals of the legal profession as a common calling and its dedication to public service.

The second Division clerkship typically involves conducting project research and writing; developing information for directories and other databases; coordinating survey development, distribution and results; or editing manuscripts for publication.

### **Length of Clerkship**

The Division offers up to two clerkships for the Fall/Winter and Spring/Summer semesters.

### **Eligibility**

For the Public Services Spring/Summer clerkship, applicants must be entering their second or third year at an ABA-accredited law school and must join the ABA Law Student Division. For other clerkships, applicants may be undergraduate or law school students, depending on project need.

### **Compensation**

The Public Services Spring/Summer clerkship is unpaid. Interns are encouraged to seek academic credit or funding from their law schools where needed. Other clerkship positions may be paid or unpaid.

### **Application Instructions**

To apply for the Public Services Spring/Summer clerkship, please contact Carrie Coleman at 202/662-1691 or [cccoleman@staff.abanet.org](mailto:cccoleman@staff.abanet.org) to request a flyer that describes the application process in detail.

Application for other clerkship opportunities is by inquiry with cover letter and resume. Mail information to:

ABA, Division for Public Services,  
740 15<sup>th</sup> Street, NW  
Washington, DC 20005-1022.

### **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 Jeremy Lowry, ROLI Recruitment, at: [lowryj@staff.abanet.org](mailto:lowryj@staff.abanet.org) or via fax to 202-662-1951.

## Internet Address:

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

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