

## INTERNSHIP ANNOUNCEMENT

Founded in 1969, Rising for Justice (formerly DC Law Students in Court) provides free, high-quality legal services while teaching and inspiring the next generation of lawyers to be social justice advocates. Student and staff attorneys represent indigent clients in civil cases in the Superior Court of the District of Columbia. Rising for Justice is one of the oldest and innovative legal service providers in D.C. It is an equal opportunity employer. More information about the organization is available at <http://www.risingforjustice.org/>.

### Internship Description

Rising for Justice seeks two interns for our Civil Protection Order/Expungement program and our Tenant Justice Program. Interns will assist with a variety of projects and activities, including the following:

- Answering office telephone lines and assisting with the telephone intake process
- Recording and updating data in the office case management system
- Researching legal and policy issues
- Providing administrative and other support on housing, civil protection order and expungement cases, and communications and development.
- Conducting remote investigations and telephone interviews with clients and witnesses
- Assisting with planning activities related to clinic and fundraising events
- Providing additional office support as needed

### Internship Details

Internships are unpaid, remote (due to COVID-19) with potential for in-person hours depending on office opening. Interns must be available for 15-25 hours/week with a preferred two to three-month minimum commitment. The preferred start time for the Spring 2022 semester is the week of January 10<sup>th</sup>.

### Qualifications and Skills

- Proficiency or familiarity with MS Word, Excel, Outlook, PowerPoint, and G Suite.
- Strong work ethic and the ability to commit to working with the organization for the term of the internship.
- Demonstrates strong verbal and written communication skills.
- Strong organizational skills and attention to detail.
- The ability to maintain the confidentiality of financial and client information.
- The ability to work collaboratively and independently on multiple projects under a deadline.

### Application Instructions

Please submit a cover letter (indicating interest in either housing or civil protection order and expungement) and resume to the Intern Supervisor at [internships@risingforjustice.org](mailto:internships@risingforjustice.org).