



Internship Opportunities
at the American Bar Association
Washington DC Office



American Bar Association
740 15th Street, NW
Washington, DC 20005
(202) 662-1000
www.americanbar.org





Thank you for your interest in internship opportunities at the American Bar Association (ABA). This handbook is a compilation of information from entities in the ABA's Washington office. Please apply directly to the entity or entities that interest you. We wish you success in your future endeavors.

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

Table of Contents

ABA/UNDP International Legal Resource Center	4
Aging, Commission on Law and	5
Bioethics & the Law, Special Committee on	6
Children & the Law, Center on	7
Criminal Justice, Section of	8
Death Penalty Representation Project	9-10
Dispute Resolution, Section of	11
Domestic Violence, Commission on	12
Election Law, Standing Committee on	13
Governmental Affairs Office	14
Homelessness & Poverty, Commission on	15
Immigration, Commission on	16
Individual Rights & Responsibilities, Section of	17
International Law, Section of	18-19
Legal Education Opportunity, Council on	20
Media Relations and Communication Services, Division for	21
Meetings and Travel	22
Mental & Physical Disability Law, Commission on	23
National Security, Standing Committee on Law &	24
Public Services Division	25
Rule of Law Initiative	26

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.

Fall Applications are due August 1, 2010
Spring Applications are due November 1, 2010
Summer Applications are due March 1, 2011.

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 jacqueline.gichinga@americanbar.org. Feel free to visit our website at <http://www.abanet.org/intlaw/ilrc>.

Follow this link <http://www.abanet.org/intlaw/intlinternship.html> for additional information.

Commission on Law and Aging

About the Commission

The ABA Commission on Law and Aging was established in 1979. The Commission examines and responds to law-related issues of aging, including health and long-term care, income maintenance, housing, guardianship and alternatives, health-care decision-making, court access, elder abuse, due process rights in government programs, and the rights of older persons generally. The Commission also seeks to enhance legal resources for older persons.

Intern Responsibilities

The Commission offers two paid summer internship opportunities: The Borchard Internship, funded by the Borchard Foundation Center on Law & Aging; and the Coleman Internship, supported by an ABA Fund for Justice & Education endowment created in honor of Nancy Coleman, the founding director of the Commission. Unpaid supervised internships may be available during the academic year.

Each intern will be assigned to produce at least one major product (a report, article, analysis, bibliography, etc.) under the supervision of a staff attorney. In addition, the intern will assist staff attorneys in researching or monitoring other legal/policy developments or in working on an identifiable component of a larger research or writing project.

Length of Internship

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

Eligibility

Completion of second year of law school is required for the paid summer internships. Other qualifications include: good research and writing skills, public interest orientation, self-initiative, and willingness to learn and work under supervision.

Compensation

The summer internships pay a stipend of \$4,000.

Application Instructions

Contact the Commission at 202-662-8690 or abaaging@abanet.org. Also see the Law Student page on the Commission's Web site at <http://new.abanet.org/aging/Pages/lawstudents.aspx>

Follow this link <http://new.abanet.org/aging/Pages/lawstudents.aspx> for additional information.

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.

Please email cover letter, brief writing sample and resume to bioethics@abanet.org

or mail to: Special Committee on Bioethics and the Law

Internship Application

740 15th Street, NW

Washington, DC 20005

Internet Address www.abanet.org/publicserv/bioethics

Follow this link <http://new.abanet.org/committees/bioethics/Pages/Resources.aspx> for additional information.

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 howard.davidson@americanbar.org or 202-662-1740, or visit www.abanet.org/child/internships.shtml.

Internet Address www.abanet.org/child

Follow this link <http://new.abanet.org/child/Pages/jobsandinternships.aspx> for additional information.

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 Summer Intern Program is designed for first year law students with a serious interest in Criminal Law. Each of the interns hired to work for the criminal justice section will have the opportunity to work on projects focusing on Juvenile Justice, White Color Crime, Prosecution and Criminal Defense. The attorneys and staff in the Criminal Justice Section provide interns opportunities to write articles for publication, network with criminal attorneys from around the country and work on substantive ABA policy proposals.

Length of Internship

12 Weeks.

Eligibility

Applicants should have a working knowledge of Westlaw or LexisNexis. First and second year law students are preferred.

Compensation

Unpaid.

Application Instructions

The 2011 summer intern class has been selected; however the Criminal Justices Section is accepting applications from second year law students for the 2011 fall semester and the 2012 Summer semester. Interested applicants should email Christopher.gowen@americanbar.org. Hard copies of resumes are also acceptable. Please direct applications to:

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

Internet Address www.abanet.org/crimjust

Follow this link <http://www.abanet.org/crimjust/students.html> for additional information.

About Death Penalty Representation Project

The ABA created the Project in 1986 in order to better inform the bar and the public about the lack of representation available to death row inmates, to address this urgent need by recruiting competent, volunteer attorneys, and to offer counsel training and assistance.

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

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

Legal: One law student, preferably a 2L, for a minimum of one semester to work min. 20 up to 35 hours per week.

Undergrad: Undergraduate student for a minimum of one semester or one summer, min. 20 hours per week.

Eligibility

Undergraduate and law students: Only law students are eligible for the legal internship. Previous experience with or knowledge of the death penalty is not required, but strongly preferred.

Compensation

Both of our internships are unpaid.

Application Instructions

Send cover letter, resume, short writing sample, and 2 references to
Rebecca Katz, Program Assistant
American Bar Association Death Penalty Representative Project
740 15th Street, NW, 8th Floor
Washington, DC 20005
OR email materials to: rebecca.katz@americanbar.org

*NOTE: Due to the high amount of applicants, we request that you direct all questions and applications via email. No phone calls please.

DEADLINE: Applications are accepted and filed on a rolling basis. Please see our website for updates. We will announce when a position has been filled.

Internet Address: <http://new.abanet.org/deathpenalty/representationproject>

Follow this link <http://new.abanet.org/DeathPenalty/RepresentationProject/Pages/Internships.aspx> for additional information.

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

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

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

Send cover letter and resume to David Moora, Staff Attorney at david.moora@americanbar.org or the following address:

David Moora
Section of Dispute Resolution
American Bar Association
740 15th Street, NW
Washington, DC 20005

Internet Address www.abanet.org/dispute

Follow this link <http://www.abanet.org/dispute/disputeinternship.html> for additional information.

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)
Rebecca.henry@americanbar.org

Internet Address

www.abanet.org/domviol

Follow this link <http://www.abanet.org/rol/opportunities/internships.shtml> for additional information.

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.

Please email cover letter, brief writing sample and resume to election@abanet.org

or mail to: Standing Committee on Election Law

Internship Application

740 15th Street, NW

Washington, DC 20005

Internet Address

www.abanet.org/publicserv/election.html

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.

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 Coordinator, at jared.hess@americanbar.org, or fax to 202-662-1762.

Internet Address

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.

Length of Internship

Varies.

Eligibility

Open to law students.

Compensation

Unpaid.

Application Instructions

Contact the Commission at 202-662-1694 or homeless@abanet.org.

Internet Address

www.abanet.org/homeless

See also John J. Curtin Jr. Fellowship at www.abanet.org/homeless/curtin.html.

Follow this link <http://new.abanet.org/homeless/Pages/JohnJCurtinJrFellowship.aspx> for additional information.

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.

Internet Address

www.abanet.org/immigration

Follow this link <http://new.abanet.org/Immigration/Pages/InternshipsandOpenPositions.aspx> for additional information.

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 15th 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.

Internet Address www.abanet.org/irr/interns.html

Follow this link <http://www.abanet.org/irr/interns.html> for additional information.

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 Katie.vangeem@americanbar.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 Audrey Lamb, Senior Meeting Planner at Audrey.lamb@americanbar.org or fax to 202-662-1669.

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 angela.benson@americanbar.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.

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

Follow this link <http://www.abanet.org/intlaw/internprofiles.html> for additional information.

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 202-828-6100 or email cleoscholars.org

Internet Address

<http://cleoscholars.com>

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 Stephanie.ortbalstibbs@americanbar.org or fax to 202-662-1099.

Internet Address www.abanet.org/media

Follow this link http://www.abanet.org/abanet/media/release/news_release.cfm?releaseid=667 for additional information.

MEETINGS AND TRAVEL DEPARTMENT

ABOUT THE DEPARTMENT

The Meetings and Travel department is committed to offering quality service using the latest technology in negotiating and contracting ABA off-site meetings at the best possible rates along with important concessions offered. The Department manages extensive site research of specific destinations and/or hotel properties; preparation of Request for Proposals (RFPs) sent to National Hotel Sales Organizations and Convention and Visitors Bureau Representatives; and the creation of a detailed hotel analysis report outlining availability and proposals.

INTERN RESPONSIBILITIES

Selected candidates will assist in the development of hotel analysis reports, various administrative duties, and the development of written materials about the state of the hospitality industry. Interns will also have the opportunity for extensive exposure to hotel contract negotiations, as well as opportunities to network within the hospitality industry.

LENGTH OF INTERNSHIP

Up to two interns for the Fall/Winter and Spring/Summer semesters, and a minimum commitment of 10 hours per week for 10 weeks during the semester.

ELIGIBILITY

Undergraduate applicants need to be of Junior year or higher. Recent graduates and graduate students are also welcome to apply. Must be highly motivated, have excellent interpersonal skills, and proactive work style. Knowledge of Microsoft applications is essential.

COMPENSATION

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

APPLICATION INSTRUCTIONS

Please submit a cover letter including dates of availability and resume to:

Jamal Hageb, Senior Meeting Planner
ABA Meetings & Travel Department
740 15th Street, NW
Washington, DC 20005
Jamal.hageb@americanbar.org

INTERNET ADDRESS

www.ABAMeetingsandTravel.org

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.

Internet Address

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

Follow this link <http://www.abanet.org/disability/resources/internships.shtml> for additional information.

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 Staff Director in the development and execution of Committee's daily business. She/he will attend Committee meetings and programs, as well as hearings on Capitol Hill related to national security law. Issues include terrorism, weapons of mass destruction, cyber warfare, and homeland security. She/he 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 electronic communications.

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 McMahon, Staff Director
ABA Standing Committee on Law and National Security
740 15th Street, NW
Washington, DC 20005
Holly.mcmahon@americanbar.org

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

Follow this link http://www.abanet.org/natsecurity/intern_opportunities.shtml for additional information.

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 carrie.coleman@americanbar.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 15th Street, NW
Washington, DC 20005-1022

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

Follow this link <http://new.abanet.org/divisions/publicserv/Pages/default.aspx> for additional information.

About Rule of Law Initiative

The American Bar Association Rule of Law Initiative (ABA ROLI) is a mission-driven, non-profit program grounded in the belief that rule of law promotion is the most effective long-term antidote to the most pressing problems facing the world today, including poverty, conflict, endemic corruption and disregard for human rights.

The ABA established the program in 2007 to consolidate its five overseas rule of law programs, including the Central European and Eurasian Law Initiative (CEELI), which it created in 1990 after the fall of the Berlin Wall. Today, ABA ROLI implements legal reform programs in more than 40 countries in [Africa](#), [Asia](#), [Europe and Eurasia](#), [Latin America and the Caribbean](#), and the [Middle East and North Africa](#). The ABA Rule of Law Initiative has more than 400 professional staff working in the United States and abroad, including a cadre of short- and long-term expatriate volunteers who, since the program's inception, have contributed more than \$200 million in pro bono technical legal assistance.

Intern Responsibilities

The Rule of Law Initiative offers a wide range of domestic and international internship opportunities within our various regional divisions, Outreach, and Research and Assessments Office for undergraduate, graduate, and law students, as well as recent graduates interested in international legal development and promoting the rule of law

Length of Internship

Varies.

Eligibility

The ABA Rule of Law Initiative Internships are offered throughout the year during Fall, Spring and Summer semesters allowing for complete applications to be accepted on a rolling basis. The internships are created and filled based on each division's specific needs, workload and ultimately their capacity to host an intern for that particular semester. Internships generally require a minimum of 15 hours per week during the school year and can also be full-time during the summer.

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.

Internet Address: www.abarol.org

Follow this link <http://www.abanet.org/rol/opportunities/positions.shtml> for additional information.

2011

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