

### **Summer 2019 Internship Opportunities**

The International Legal Foundation (ILF), a nongovernmental organization based in New York, is currently seeking law students and exceptional undergraduate students for unpaid internships/externships in our New York office. This is an exciting opportunity to work with the leading global advocate for the right to counsel for the poor. Interns will have the opportunity to engage in all aspects of the ILF's work in developing effective criminal legal aid systems in post-conflict and transitional settings.

#### **About the International Legal Foundation**

The ILF is an international non-governmental organization that assists post-conflict and transitional countries in establishing public defender systems that provide effective, quality criminal defense services to the poor. With established projects in Afghanistan, Nepal, the West Bank, and Tunisia, the ILF currently has over 100 employees worldwide. Our activities include the direct provision of criminal defense legal services, as well as policy advocacy through work with local governments, the international community, and domestic civil society organizations.

#### **About the Internship**

The ILF is seeking multiple interns/externs for the summer of 2019 (exact start and end dates are flexible) to work in our New York office. Interns/externs must be able to commit 35 hours per week, Monday through Friday. This internship is unpaid, though we are absolutely willing to work with students to fulfill requirements for receiving intern/extern credit.

*Intern/extern tasks may include (but are not limited to):*

- Researching law in countries emerging from conflict or in transition.
- Writing memos on relevant legal issues.
- Assisting in the preparation and publication of policy papers, reports, and articles.
- Assisting in drafting grant applications and other fundraising materials.
- Helping implement and improve data collection methods in our country offices.
- Creating material for social media and other public outreach.
- Assisting in the writing and editing of grant applications and reports, as well as internal reports, press releases, brochures, and other written material.
- Under the supervision of the communications associate, drafting content for the ILF's Facebook and Twitter feeds and managing social media engagement.
- Conducting research on potential donors, partners, and media contacts, in order to help the ILF develop its contact database.
- Assisting with research on possible new grant or other award opportunities for the ILF.

*Ideal interns/externs will have the following skills/experience:*

- Commitment to issues of social justice, interest in indigent defense
- Exceptional research and writing skills
- Outstanding organizational skills
- Ability to work independently and to multi-task effectively
- Flexibility and enthusiasm for working in a fast paced environment
- Basic familiarity with social media
- Experience with Adobe Creative Suite a plus
- Familiarity with social media campaigns for NGOs
- Past experience working in the international development, indigent defense, and/or NGO sector a plus
- Cultural sensitivity and cross cultural communication skills

### **Application Process**

Application Deadline: **March 15, 2019**

Interested applicants should send a thoughtful cover letter, resume, and brief writing sample to Andrew Reisman at [areisman@theilf.org](mailto:areisman@theilf.org). Please specify in your cover letter which days and hours you would most likely be able to spend in the office, based on your class schedule and other commitments.