Finding and Funding a Summer Public Interest Job

Fall 2010

Sponsored by the Career and Professional Development Center and the Office of Public Interest and Pro Bono

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Primary Goals for 1L Summer

- Do something that enhances your legal skills and abilities (and that gives you something to talk about during your interviews as a 2L)

- Use the summer to help refine your interests

- Build your public interest “credentials”

- Create or cement geographic ties
Today’s Program

- Quick introductory overview of WHERE to find government and public interest jobs for your summer
- Tips on applying for government and public interest jobs
- Outline of funding sources for unpaid jobs
What is the timing of a public interest job search?

- Varies widely

- Some deadlines will be in December and January: summer government honors programs (Government Honors Guide), large prosecutor and defender programs, national public interest organizations

- Many others will hire well into the spring semester or even up until late in the spring semester
POSTED positions!
Job Postings for Public Interest and Government Jobs

- PSLawNet.org
- Arizona Guide (Government Honors and Internships Guide) – available through Symplicity home page
- Idealist.org
- Symplicity postings (can sort by posting date and summer position)
- Stanback Jobs
- Weekly Career Center Email
- And others
PSLawNet.org

- One of the most comprehensive resources for government and public interest jobs.

- Free to Duke students and alumni.

- Includes job postings and contact information for outreach efforts.

- Career Central section has phenomenal informational resources for many types of positions (including a must read Federal Government Employment section)
OPPORTUNITIES ON PSLAWNET

ARTICLING OPPORTUNITY (14)  ATTORNEY (283)  ATTORNEY PRO BONO (5)  FELLOWSHIP - Law Related (76)  FELLOWSHIP - Legal (173)  FELLOWSHIP - Non-Legal (22)  FELLOWSHIP - Sponsor (96)  INTERNSHIP - Paid (71)  INTERNSHIP - Unpaid (294)  LAW FIRM ASSOCIATE HOST (64)  LAW RELATED POSITIONS (94)  NON-LEGAL POSITIONS (49)

Search >>

EMPLOYER ORGANIZATIONS ON PSLAWNET

Employers (12718)

Search >>
Welcome to Career Central – a virtual career services office for law students and attorneys pursuing public interest careers. Use the menu at your left or click below to explore PSLawNet’s broad array of public interest career resources, including:

- A Public Interest Career Fair Calendar
- Fundamental Job Search Resources (resumes, cover letters, interviewing, etc.)
- Information on Summer Public Interest Funding Opportunities and Resources on Financing Public Interest Careers (including LRAPs)
- A Library of General Public Interest Career Resources
- Information on Public Interest Careers in the Nonprofit Arena
- Information on Careers as a Prosecutor or Public Defender
- Information on Careers in Government
- Information on For-profit Public Interest Law Firms
- Other Helpful Links

If you cannot find the resource you are looking for, or if you know of additional resources that can be added to PSLawNet, please contact us at pslawnet@nals.org or +1-202-256-0076.
Government Honors Programs

- Summer programs often referred to as SLIP programs (Summer Legal Intern Program – may be more for 2Ls so also look into the VOLUNTEER intern opportunities)

- The best resource for these is the Government Honors and Internship Handbook (the Arizona Guide) http://www.law.arizona.edu/career/honorshandbook.cfm
  user: pecan  password: sandies

- See the APPENDIX for deadlines and 1L positions
- ALWAYS also go to the agency website
- Also, search state law websites for state programs
Government Honors & Internship Handbook 2010-2011
Subscribers Version

The Government Honors and Internship Handbook is password protected for subscribers. Most law schools are subscribers. Please contact your Career Office for the username and password. Want subscription information? Email Mary Birmingham, or Paula Nailon, University of Arizona Rogers College of Law, Career & Professional Development Office.

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FEDERAL PROGRAMS

Air Force, Department of
- Office of General Counsel - Summer Law Clerk Program (2L)

Army Corps of Engineers, U.S.
- Chief Counsel's Civilian Honors Program (3L, LLM, JLC)

Central Intelligence Agency
- Office of General Counsel - Legal Honors Program (3L, JLC)
- Office of General Counsel - Summer Law Clerk Program (2L)

Commerce, Dept. of
- Legal Internship Program (1L, 2L, 3L)
- Office of Chief Counsel for International Commerce - Volunteer Law Internship Program (2L, 3L)
- National Oceanic & Atmospheric Admin, OGC for International Law - Legal Intern Program (1L, 2L, 3L)
- National Oceanic & Atmospheric Admin, Alaska Regional Counsel - Summer Legal Intern Program (2L)

Commission on Civil Rights
- Legal Intern Program (1L, 2L, 3L)

Commission on International Religious Freedom, U.S.
- Volunteer Internship Programs (1L, 2L, 3L)

Commission on Security & Cooperation in Europe
- U.S. Helsinki Commission Internship Program (1L, 2L, 3L)
LEGAL INTERNSHIP PROGRAM (FALL, SUMMER & SPRING)
DEPARTMENT OF COMMERCE

Submit by Mail:
U.S. Dept. of Commerce
Office of the General Counsel, Executive Office
14th and Constitution Avenue, NW
Room 5875
Washington, DC 20230
Reference: Summer (or Fall or Spring) Legal Intern Program

Submit by Email:
gerenciato@doc.gov

(Signature Line must read
“Summer or Fall or Spring Intern”)
DO NOT submit additional copy by mail.

DESCRIPTION OF PROGRAM:

The Department seeks ILs and 1Ls for 20 paid (G5-7 for 1Ls, G5-9 for 2Ls), unpaid and for-credit Summer internships, and 2Ls and 3Ls for Spring and Fall internships. Several hundred applications are received each year. Summer placements include: (1) the Chief Counsels of International Commerce, Import Administration, Export Administration, Legislation & Regulation, Technology Administration (provides legal services to National Institute of Standards and Technology), National Telecommunication and Information Administration, and Economic Affairs (provides legal services to Census Bureau); (2) the Assistant General Counsels of Administration (labor law, ethics, and general law), Litigation (contract law, commercial litigation, federal assistance law, general litigation, and special matters); (3) Commercial Law Development Program; and possibly (4) General Counsel for National Oceanic and Atmospheric Administration (NOAA), U.S. Patent & Trademark Office, Chief Counsel for National Telecommunication & Information Administration, and Chief Counsel for Economic Development Administration. Participating offices for Fall and Spring include the DC headquarters, Bureau of Census in Suitland, MD, and NOAA in Silver Spring, MD. Interns perform legal research and analysis, draft legal memoranda, and prepare cases for agency hearings and federal litigation and gain a broad overview of the office by participating in brown-bag lunches and other gatherings. Those who demonstrate outstanding performance may be considered for permanent attorney positions as vacancies occur.

The Department’s mission is to advance economic growth, jobs, and opportunities and has cross cutting responsibilities in the areas of trade, technology, entrepreneurship, economic development, environmental stewardship, and statistical research and analysis.

PROGRAM REQUIREMENTS:
Wisconsin Judicial Court System
  • Summer Law Student Internship Program (1L, 2L)

APPENDIX:

Table 1
  • Deadlines for 2010-2011 Applications by Agency Name

Table 2
  • 2010-2011 - 1L Applications by Deadline

Table 3
  • 2010-2011 - 2L Applications by Deadline

Table 4
  • 2010-2011 - 3L Applications by Deadline

Table 5
  • 2010-2011 - LLM, Recent Grad and JLC Applications By Deadline

Table 6
  • 2010 Salary Tables - G5, and Selected 5K

Table 7
  • Web Resource for Survival in NYC, DC and Other Geographic Locations

Table 8
  • Rules for Hiring Non-Citizens
| **Public Defender Service for the District of Columbia** | **Legal Clerkship Program (Summer)** | 1L | X | X | ASAP after Dec. 1, 2010 (W) |
| **Securities & Exchange Commission** | **Summer Honors Law Program** | 1L | X | X | Not yet established (Last year’s deadline was ASAP after Dec. 1, 2009) |
| **Transportation, Dept. of** | **Office of Aviation Enforcement & Proceedings - Volunteer Legal Internships** | 1L | X | X | ASAP after Dec. 1, 2010 (W) |
| **Transportation, Dept. of** | **Federal Highway Administration - Summer Transportation Internship Program for Diverse Groups** | 1L | X | X | Dec. 1, 2010 (W) (Must submit on this day only) |
| **Transportation Security Administration** | **Office of Civil Rights - Summer Law Student Internship Program** | 1L | X | X | After Dec. 1, 2010 (1Ls), but no later than end of March |
| **Defense, Dept. of** | **Office of General Counsel - Summer Honors Legal Internship Program** | 1L | X | X | Dec. 7, 2010 (TU) |
| **Federal Trade Commission** | **Northwest Region (Seattle) - Summer Law Clerk Program** | 1L | X | X | Dec. 15, 2010 (W) |
| **New York County District Attorney’s Office** | **Summer Intern Program** | 1L | X | X | Between Dec. 1 and Dec. 15, 2010 (W) |
| **Corporation for National & Community Service** | **Office of General Counsel - Summer Law Internship** | 1L | X | X | Dec. 31, 2010 (F) |
| **Delaware Office of Attorney General** | **Department of Justice - Summer Law Clerk Program** | 1L | X | X | Dec. 31, 2010 (F) |
| **Environmental Protection Agency** | **R1 (New York) - Legal Internship Program (Summer)** | 1L | X | X | Not yet established for Summer (Last Year: Dec. 31, 2008) |
| **Health & Human Services, Dept. of** | **Centers for Disease Control & Prevention, Office of General Counsel - Summer Internship Program** | 1L | X | X | Dec. 31, 2010 (F) |
| **Environmental Protection Agency** | **R1 (New England) - Legal Internship Program (Summer)** | 1L | X | X | Between Jan. 1, 2011 and Feb. 28, 2011 (M) for Summer |
| **Federal Communications Commission** | **Wireline Competition Bureau, Pricing Policy Division - Summer Student Internship Program** | 1L | X | X | Between Jan. 1, 2011 and Mar. 15, 2011 (TU) |
Idealist.org

- This is one of the best sites for non-profit job postings. You can set it to email all new legal job postings to you on a daily basis.
Stanback Environmental Internships

- Available to Duke Law students (and other Duke students)
- Donation from Fred Stanback, Nicholas School
- Law students in past years: 4 - 18 (18 in summer 2010)
- $4500 per student for 11 weeks (can be pro-rated)
- At least 10 placements are law-related (policy or other)
- No need to be specialist in environmental issues
- Check the website of the Nicholas School in late Dec. and watch for emails from Career Center
Don’t forget SYMPLICITY and weekly emails from the Career Center!

- Government and non-profit employers contact Duke Law directly to notify us of positions and let us know that they are interested in having Duke students apply. These positions are posted on Symplicity as they come in to the office.
- Wednesday Jobs Emails for a SAMPLE of jobs with upcoming application deadlines
Many of these jobs are UNPOSTED positions!
An important truth about internships (and jobs) --

- MANY organizations and potential employers do NOT advertise or post positions.

- SOME of these are actively interested in hiring.

- Others, will hire when presented with an interested candidate (especially public interest organizations that cannot pay interns).
Jobs that may not be posted

- Legal Aid
- Public Defender
- District Attorney
- State Attorney General
- City and County Attorney’s Offices
- Legislative jobs (state and federal)
- Judicial Clerkships (no funding for most)
- Non-profits that do advocacy work (direct advocacy and legislative), including: shelters, environmental organizations, .... (domestic and international)
Tips:

- Look in your hometown or the location where you think you want to live following graduation.
- Consider all of your personal contacts and reach out to alumni.
- Research what the organization does and express interest in their work.
- Let them know you are interested in paid and unpaid positions.
- Highlight any related work you have done (or public interest work you have done).
Cover Letters Are KEY!

- **COVER LETTERS COUNT!!!** Make them individually tailored to the organization you are applying to.
- In cover letters, and in interviews, it is CRITICAL that you demonstrate knowledge of and commitment to what the organization does/it’s mission.
- Discuss the skills or traits you have that apply to the work of the organization.
Networking COUNTS!

- Find alums or others who do the type of work you are interested in, and talk to them
- For government jobs, seek out people within the organization to contact about your interest
- Develop networking opportunities from past experiences (pro bono supervisors, Americorps contacts, family friends, etc.)
- Ask us for additional contacts
Sources of Funding for Unpaid Positions
Sources of Funding for Unpaid Positions

Funding Sources Available ONLY to Duke Students:

- Duke Endowed Fellowships
- International Development Fellowships
- Stanback Environmental Fellowships
- PILF

Additional Funding Sources:

- Equal Justice Works
- PSLawNet
- Various bar or state sponsored programs
Duke Endowed Fellowships

- Duke Endowments (for 1Ls and 2Ls)
- Gave out 35 full or partial in Summer 2010 ($2000-$4000; over $74,000 total)
- Application (available in CPDC and Pro Bono Office) early in the spring semester and due in mid-March
- Need a letter of commitment from sponsoring organization
- NOT available for judicial clerkships
- MUST work at least 10 weeks of summer (or pro-rated amounts)
International Development Fellowships

- Created by donations from Class of 2004 and others
- For internships at NGO or independent research focused on international development
- Students eligible for endowed fellowships as well
Requirements for Fellowships

- Application supported by letter from sponsoring organization

- Selection committee will make decision in early April (interviews may be required) and notify applicants

- At end of summer, recipients must: submit a written evaluation, write a letter of thanks to the donor, and participate in programs to aid other students in learning about summer public interest opportunities
Stanback Environmental Fellowships

- 158 internships with 48 organizations (some are legal internships)
- $4500 for 11 weeks of full-time work
- Sponsoring organizations will be posted soon
  (Can create new projects with these organizations)
- On-campus interviews during Stanback days (will be held on Feb. 24th & 25th)
- Some separate interviews only for law students – stay tuned for more information from the Career Center
PILF
(Public Interest Law Foundation)
Equal Justice Works

- $1000 education award voucher for summer work in qualified nonprofit public interest organization (last year 355 awarded nationwide with regional diversity)
- Application available in early March and likely due around April 1
- Requires 300 hours of service
- 2010 changes that likely remain: (1) now allows work with public defenders; (2) now allows work with Legal Fellows at their Host Sites; and (3) set aside slots for students working on eligible mortgage foreclosure related issues
- SEE: www.equaljusticeworks.org/programs/summercorps/
Additional Funding Resources

- PSLawNet – The Public Service Law Network
  Go to www.pslawnet.org and follow links for: Career Central, Financing a Career or Summer Job, Summer Funding Resources

- Various Bar Organizations Sponsor Fellowships
  (frequently posted in the weekly email from CPDC)
Additional Resources
2L Government and Public Interest Job Search Guide

- Available on CPDC website in 2010 Summer Toolkit (user: blue; password: devils)
Available on the Career Center Website

List of public interest and government internships by Duke students in summers 2009 & 2010

DO NOT FORGET WEBSITE RESOURCES NOTED EARLIER IN PROGRAM!
And finally...

- Please make sure to ask for help when you need it!

Career Counselors are available for one-on-one meetings and via email and phone.

Upper-class students, alumni, faculty, and guest speakers are also excellent resources.