Finding and Funding a Summer Public Interest Job

Fall 2013

Office of Public Interest Advising

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Emily Sharples, Manager (sharples@law.duke.edu)
Primary Goals for Summer

BE STRATEGIC!

- Enhance your legal skills and abilities
- Refine your interests
- Build your public interest “credentials”
- Create or cement geographic ties
Where do you find these jobs?
1L Toolkit

Career Planning & Career Exploration
2. Class of 2016 First-Year Professional Development Timeline
3. Self-Assessment Resources
4. Practice Perspectives: Vault’s Guide to Legal Practice Areas
5. Practice Area Guides — Practical Law Company
6. Practice Area Summary – Major, Lindsey & Africa
7. “Best” law-related blogs

Employer Research Resources
1. Getting Started - Popular Websites to Review
2. Summer Jobs with Law Firms - Online Resources
3. Summer Internship Opportunities Abroad
4. Duke Law Passwords & Selected Access Instructions (NetID and password required)
5. Vault Career Insider summary
SYMPLICITY and Wed. emails.
Create an account: Duke Law pays a membership fee
Career Central

View PSJD's extensive library of public-interest career-building resources. They include:

- Drafting a Public Interest Cover Letter
- Drafting a Public Interest Resume
- Interviewing & Networking
- Public Interest Career Fair and Events Calendar
- Exploring Practice Areas
- PSJD's Pro Bono Resources

Postgraduate Fellowships

Interested in public interest fellowship? Learn more, including how to make yourself the best fellowship candidate. Our resources include:

- Background Info & Resources on Postgraduate Public Interest Fellowships
- Fellowship (Project-based) Applications: Tips from Those Who Know
- Postgraduate Public Interest Fellowships: Application Deadline Calendar

International Resources

Make a public interest impact in the international arena, and use PSJD's resources to learn about opportunities around the globe. For example:

- Guide on International Development: Public Service Careers and Opportunities
- Finding and Funding International Public Interest Opportunities
- Jobs with The UN & International Organizations: A Brief Guide
- Landing a Job at the United Nations

Government Careers

Here you will find clear, easy-to-read information about where to find federal, state, and local government jobs and how to apply successfully for those jobs. Resources include:

Funding & Debt

Learn how to financing a public interest career, manage student debt, fund summer work, and have inexpensive fun in big cities. Resources include:

Public Service in Canada

Bienvenue, Canadian law students and lawyers. Learn about PSJD's resources for our neighbors to the north, including:

- Careers in the Public Sector
Always search employer profiles. A green star will show up if there is a current posting.
**Government Positions:** Even if un-posted, both federal and state agencies will take interns if you contact them.

**FEDERAL:** SLIP programs OR volunteer intern
- Best resource: Government Honors and Internship Handbook (the Arizona Guide)
  [http://www.law.arizona.edu/career/honorshandbook.cfm](http://www.law.arizona.edu/career/honorshandbook.cfm)
  user: tim password: tam

**STATE:**
- Some posted in Government Honors Handbook
- State law websites for state programs
- Some through ABA
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## FEDERAL PROGRAMS

Administrative Conference of the United States
- Legal Internships (1L, 2L, 3L)

Air Force, Department of the
- Office of the General Counsel - Summer Law Clerk Program (1L, 2L)
FEDERAL PROGRAMS

Administrative Conference of the United States
  • Legal Internships (1L, 2L, 3L)

Air Force, Department of the
  • Office of the General Counsel - Summer Law Clerk Program (1L, 2L)

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

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

Commerce, U.S. Department of
  • Office of General Counsel - Legal Internship Program (1L, 2L, 3L)
  • Office of Chief Counsel for International Commerce - Volunteer Law Internship Program (1L, 2L, 3L)
  • National Oceanic & Atmospheric Administration, Office of General Counsel Alaska Section - Summer Legal Intern Program (2L)
  • National Oceanic & Atmospheric Administration, Office of the General Counsel International Section - Legal Intern Program (1L, 2L, 3L)

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

Commission on Security & Cooperation in Europe
  • U.S. Helsinki Commission Internship Program (1L, 2L, 3L)

Comptroller of the Currency
  • Law Department - Chief Counsel's Employment Program (3L, JLC)
  • Law Department - Summer Legal Internships (1L, 2L)
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<th>Organisation</th>
<th>Internship Program</th>
<th>Year</th>
<th>Deadline</th>
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<td>Colorado Attorney General</td>
<td>Department of Law - Internship Program (Summer)</td>
<td>1L</td>
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<td>Executive Office of the President</td>
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<td>Federal Energy Regulatory Commission</td>
<td>Summer Intern Program</td>
<td>1L</td>
<td>Deadline not yet established (Was 12/14/12)</td>
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<td>New York County District Attorney’s Office</td>
<td>Summer Intern Program</td>
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<td>Air Force, Department of the</td>
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<td>Commerce, U.S. Department of</td>
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<td>1L</td>
<td>Deadline not yet established (Was 12/28/12)</td>
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<td>Corporation for National and Community Service</td>
<td>Office of General Counsel - Summer Legal Internship</td>
<td>1L</td>
<td>Dec. 31, 2013 (TU)</td>
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Always go to agency website too.

LAW HONORS PROGRAM (SPRING, SUMMER & FALL)
FEDERAL AVIATION ADMINISTRATION
OFFICE OF CHIEF COUNSEL
www.faa.gov/about/office_org/headquarters_offices/agc/intern/

Brett Doee, Attorney & Director
Law Honors Intern Program
Office of the Chief Counsel
Regulations Division, AGC-240
800 Independence Ave., SW
Washington, DC 20591
202-267-7143

Submit by Email ONLY:
9-AWA-AGC-Internship@faa.gov
(Subject: Name and “Spring/Summer/Fall 2014”; indicate if attaching amended application.)

DESCRIPTION OF PROGRAM:
The Office will hire 1Ls and 2Ls for 6-10 volunteers, 10-12 week Summer internships and 2Ls and 3Ls for 1-2 internships in each of the Spring and Fall semesters. Internships may also be available in regional and center legal offices (contact offices directly or apply through Summer Transportation Internship for Diverse Groups). In Summer 2013, 6 students were hired from 200 applications. The program begins after Memorial Day, and split summers are not permitted. Where possible, students are placed according to preference in the following practice areas: Aircraft Registration-Proposed Policy Clarification; Airports and Environmental Law; Enforcement & Compliance; Ethics; International Affairs & Legal Policy; Legislation; Litigation & General Legal Services; Office of Dispute Resolution for Acquisition (ODRA); Personnel & Labor Law; Procurement; and Regulations. Interns work directly with senior staff on a variety of assignments, go on field trips to local FAA and NTSB facilities, and meet for weekly brown bag lunch discussions. At the end of Summer in odd years, those who wish to apply for the Department’s Honors Attorney Program will receive interviews.

The Office provides legal services to agency officials and offices; represents the FAA in conjunction with the U.S. Department of Justice on matters pending in federal courts; handles federal appellate cases by delegation from DOJ; represents the agency before the National Transportation Safety Board, Meat Systems Protection Board, Equal Employment Opportunity Commission, and FAA Office of Dispute Resolution for Acquisition. In addition, it works closely with the Office of General Counsel at the Department of Transportation on issues of significance to the aviation industry.

PROGRAM REQUIREMENTS:
U.S. citizenship is required. Top third class rank preferred. Applicants must pass a security background check.

APPLICATION PROCESS:
By Mon., Dec. 2, 2013 (Spring); Mon., Feb. 3, 2014 (Summer); and Mon., Aug. 4, 2014 (Fall), but earlier for best consideration as applications are reviewed on a Rolling Basis, submit cover letter (identifying practice area(s) of interest in order of preference), resume, undergraduate and law school transcripts, and writing sample (max. 5 pgs.). All attachments should be in PDF format. Telephonic interviews are conducted and in-person interviews available for local candidates. Due to high volume, the Office cannot respond to inquiries and status requests.
PATHWAYS to Federal Careers

- “New” federal hiring program for students and recent grads
- USAjobs.gov/studentsandgrads – search under job category “legal and claims examiner”
- Currently no postings for law students
Idealist.org

- Site for non-profit job postings.
- You can set it for email alerts, search by location and more.
Public Policy

- Public Policy Handbook (Arizona Public Policy Guide)  
  http://www.law.arizona.edu/publicpolicyhandbook/  
  (user: social; password: justice)

- Jobs on the Hill – NETWORKING!  
  U.S. Senate and House have job postings  
  Roll Call: http://www.rcjobs.com/  
  Public Affairs Jobs: http://www.opajobs.com/  
  Hill Zoo: http://www.hillzoo.com/jobs/
Opportunities in Public Affairs


- On-line publication includes internships and jobs on the Hill, in government/legislative affairs, and more.

- Entry Level Positions and Internships Section

- Duke’s subscription (user: DukeLaw; password: bluedevils)
Yellow Books/Leadership Directories

- Search leaders and staff in all kinds of organizations (government agencies, non-profits, colleges and universities, courts, NGOs and more).
- Find contact information for department heads, regional office heads, general counsel and more.
- Search by undergraduate or law school affiliation.
Special Duke Programs ...
Legal Aid of NC (LANC)/Duke Law Internship Program

- Special partnership with LANC for 8-12 interns
- Civil litigation boot camp
- Students will get to do at least one hearing (2Ls may be in court and 1Ls will be before an administrative body)
- The skill set developed is extremely transferable
- Students are likely working on real cases with real clients throughout the summer

Look for in weekly email and on Symplicity in late Jan. or early Feb. On-campus interviews in Feb.
Stanback Environmental Internships

- Available to Duke Law students, donation from Fred Stanback, Nicholas School
- Law students in past years: 4-18
- $5000 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 Symplicity (search Stanback – currently several positions with Earthjustice) – more later in fall and in January through Nicholas School
Other Sample Programs.....
Other Programs:

- NC Dept. of Justice:
  Many positions expected. Will post on Symplicity and will be on NC DOJ website
  (2013 application was due Jan. 24th)

* These are NC examples. Many states have similar programs OR will hire interns but do not post positions. See the Gov. Honors Guide.
UNPOSTED positions!
An important truth about internships (and jobs) --

- MANY organizations do NOT advertise or post positions
- SOME of these are actively interested in hiring
- Others hire when presented with an interested candidate
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)
- City and County Attorneys
- 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 in the geographic 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 specifically express interest in their work
- Let organizations know you are interested in both paid and unpaid positions
- Highlight any related work you have done (or public interest work you have done)
Cover Letters Are KEY!

- It is CRITICAL that you demonstrate knowledge of and commitment to what the organization does/its mission.

- Discuss the skills or traits you have that apply to the work of the organization.
  
  GIVE EXAMPLES! Show don’t tell.

- Inform them about what you can offer instead of what you will get out of the position.
Networking COUNTS!

- Talk to alums or others who do the type of work
- For government jobs, seek out people within the organization
- Develop networking opportunities from past experiences
- Ask us for additional contacts
Sources of Funding for Unpaid Positions
Sources of Funding for Unpaid Summer Positions

Funding Sources Available ONLY to Duke Students:
- Duke Endowed Fellowships & Horvitz Fellowships
- Dean’s Summer Service Grants (*2Ls only, guaranteed*)
- Stanback Environmental Fellowships
- PILF (hint: do your hours sooner than later!)

Additional Funding Sources:
- Equal Justice Works
- PSJD.org
- Various bar sponsored programs
Duke Endowed & Horvitz Public Interest Summer Fellowships (1Ls & 2Ls)

- Gave out 53 full or partial in 2013 ($3500-$500; over $120,000 total)
- Application information will be available by January
- DUE: Tuesday, March 18th
- Likely not available for judicial clerkships (possible Horvitz funding)
- Full summer (10 weeks; 40 hours/week) and split summer eligible
- Competitive process: 2L preference
Requirements for Fellowships

• Applications due March 18th:
  • Application on Symplicity: form, resume and offer letter or email
• Selection committee will make decisions by early April (interviews may be required) and notify applicants
• At end of summer, recipients must write a letter of thanks to the donor (information will be provided) and participate in programs to aid other students in learning about summer public interest opportunities
PILF- Public Interest Law Foundation

- Summer employment with a qualifying employer or expect to obtain such employment by May 2014
- Volunteer at least 20 hours with PILF fundraising
- Sign the “PILF Pledge”; and
- Apply by deadline (mid-March)
Equal Justice Works Americorps JD

- $1175 education award voucher
- ROLLING APPLICATION opening Dec. 18th
- Application available on www.equaljusticeworks.org
- Requires 300 hours of service (60 with veterans or victims of disaster – this can be done in school year)
- SEE: http://www.equaljusticeworks.org/americorpsjd
Additional Funding Resources

- PSJD.org – Resource Center, Funding & Debt, Summer funding resources by geographic location or by topic

- Various Bar Organizations Sponsor Fellowships (frequently posted in the weekly email from CPDC)
Public Interest Retreat

- Friday, November 8th: Keynote speaker, food, fun and community building
Government and Public Interest Alumni Reception

- Thursday, November 14th: from 5:00-6:00pm in Room 3000 (Burdman Lounge)

- Informal reception and chance to network and learn more about government and public interest work. Alumni from around the country, working at places such as the SEC, Federal Public Defender’s Office, Department of Justice and Department of State.
Ask for help!

Career Counselors
Upper-class students
Alumni
Faculty
Guest Speakers