



POSITION ANNOUNCEMENT

POSITION: Intern (unpaid)	POSTING NO: N/A	DATE POSTED: 08/15/12
LOCATION: Office of the President Legal Services Corporation 3333 K Street, NW, 3 rd Floor Washington, D.C. 20007-3552	EMPLOYMENT STATUS: Part-time	POSITION REMAINS OPEN UNTIL FILLED

Overview:

Established by Congress in 1974, the Legal Services Corporation (LSC) is the country's single largest funder of civil legal aid programs for low-income Americans. LSC currently funds 134 independent, non-profit legal aid organizations with more than 900 offices throughout the nation. The Corporation's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

LSC's Office of the President oversees the implementation of policies set by LSC's Board of Directors, and it manages the Corporation's operations, including the planning, development and implementation of all major LSC initiatives. The Office includes LSC's President, Chief of Staff, Special Assistants to the President, and Executive Assistant to the President.

Requirements:

The ideal applicant will be dependable, self-motivated, professional, hard-working, and disciplined. He or she will have excellent research and communication skills, be attentive to details, and will be able to work both independently and on a team. The successful candidate will exercise good judgment and be an effective problem-solver, intellectually curious, and committed to LSC's mission to promote equal access to justice. A sense of humor is highly desirable.

The intern's principal duties and responsibilities include:

1. Conducting internet-based and other research;
2. Drafting and editing correspondence, reports, and other documents;
3. Assisting with planning of LSC's Board of Directors' quarterly meetings and periodic committee meetings;
4. Working with simple Excel spreadsheets (related to budgets, grantee data, and other reports);

and

5. Performing various administrative functions.

The internship provides the opportunity to gain valuable professional experience and build leadership skills. It provides a unique experience for exposure to all offices across LSC, which will allow the intern to participate in a broad range of activities and learn about LSC's goals and mission.

APPLICATION PROCEDURE:

Electronic applications are strongly preferred. Applications will be considered on a rolling basis and the posting will remain open until filled.

Please submit a résumé and cover letter to the Executive Office at exec-jobs@lsc.gov . Please include: "Resume for Volunteer Internship – President's Office" in the subject line of the e-mail.

If necessary, print materials can be sent to:

Office of the President
Legal Services Corporation
3333 K Street, NW
Washington, DC 20007-3522
Fax: (202) 337-6383

Note: If reasonable accommodation in the application process is needed, notify LSC's Office of Human Resources at 202-295-1571.

DIVERSITY STATEMENT:

LSC embraces diversity as a core value. We recognize that our success as a corporation depends upon creating and maintaining a diverse team of talented professionals, and we are committed to a workplace that reflects and supports diverse individual backgrounds and perspectives. Our commitment to diversity, inclusion, and non-discrimination includes race, sex, age, religion, national origin, sexual orientation, gender identity/expression, personal appearance, genetic information, political affiliation, marital status, family responsibilities, disability and status as a veteran, and any other characteristic protected by federal, state, or local laws or regulation. We strive to have a workplace that is comfortable and welcoming for everyone.