

POSITION ANNOUNCEMENT

<p>POSITION:</p> <p>2012 Fall Intern (unpaid)</p>	<p>POSTING NO : N/A</p>	<p>DATE POSTED:</p> <p>08/09/12</p>
<p>LOCATION:</p> <p>Office of Human Resources Legal Services Corporation 3333 K Street, NW, 3rd Floor Washington, D.C. 20007-3552</p>	<p>EMPLOYMENT STATUS:</p> <p>Part-time or Full-time</p>	<p>POSITION REMAINS OPEN UNTIL FILLED</p>

Overview:

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

The Office of Human Resources (OHR) is responsible for managing all aspects of human resources for LSC, including compensation and benefits, legal compliance, labor and employee relations, promoting diversity, recruiting, job classification, and training. Additional responsibilities include developing and enhancing policies and procedures, preparing analyses and reports, maintaining personnel records, and participating in labor negotiations. OHR is responsible for assuring that all human resources practices are implemented fairly, effectively, and consistently, and in compliance with all applicable laws.

Requirements: Applicants must be participating in a formal volunteer intern program in which they will receive academic credit at the educational institution in which they are enrolled. The ideal applicant will have excellent communication skills, strong attention to detail, and be able to work independently and on a team. He or she also is a self-starter, and an effective problem-solver who is intellectually curious, and is committed to LSC's mission to promote equal access to justice.

The principal duties and responsibilities of the intern include:

- 1) Managing small projects from inception to completion;
- 2) Conducting internet-based research;
- 3) Draft simple correspondence;
- 4) Assist with planning of staff functions;

- 5) Work with simple excel spreadsheets; and
- 6) General administrative functions.

APPLICATION PROCEDURE:

Please submit a résumé and cover letter to Office of Human Resources at jobs@lsc.gov. Please include: “**Resume for Volunteer Internship OHR**” in the subject line of the email. Applications are accepted on a rolling basis and preferred by September 1, 2012.

If necessary, print materials can be sent to:

Office of Human Resources

Legal Services Corporation

3333 K Street, NW, Washington, DC 20007-3522

Fax: (202) 337-6383

Note: Electronic applications are preferred. If applying by email please include the job title in the subject line. If reasonable accommodation in the application process is needed, notify OHR 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.