

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 Program Performance 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. The Corporation's mission is to promote equal access to justice and provide grants for high-quality civil legal assistance.

The Office of Program Performance (OPP) is responsible for ensuring the effective and efficient delivery of high-quality legal services to low-income grantee clients by administering a competitive grants process designed to award funding grants to effective grantee programs. OPP also monitors grantee performance by conducting grantee performance reviews in accordance with the LSC Act, established criteria and the ABA Standards for the Provision of Civil Legal Aid.

The intern will work directly with the OPP Director and staff to meet these important objectives. OPP is seeking undergraduate interns for full-time or part-time positions.

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. Drafting/editing, memos and reports;
2. Conducting internet-based research;
3. Managing small projects from inception to completion; and
4. 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 OPP**” in the subject line of the email. Applications are accepted on a rolling basis and preferred by September 1, 2012.

Email questions regarding this volunteer internship opportunity to Reginald Haley at haley@lsc.gov.

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.