

Government & Public Interest Virtual Interview Program

October 1 & 2, 2020



SUFFOLK
UNIVERSITY
BOSTON

LAW
SCHOOL

I. INTERVIEWING EMPLOYERS

The following organizations will be interviewing as part of the Massachusetts Law School Consortium's Government & Public Interest Virtual Interview Program on Thursday, October 1 and/or Friday, October 2, 2020. Interviews will be held on the virtual interview platform of the employers' choice over those two days. You must bid online through the Massachusetts Law School Consortium Symplicity site.

*******Symplicity site:** <https://law-massconsortia-csm.symplicity.com/students>

*******Session:** *Gov/PI Program Virtual Interviews – October 2020*

*******Bidding deadline:** *Wednesday, September 2, noon*

Allegheny County Office of the Public Defender (Pittsburgh, PA)

Address: 542 Forbes Avenue, 400 County Office Building, Pittsburgh, Pennsylvania 15219

Website: <https://www.alleghenycounty.us/public-defender/careers.aspx>

Contact: Andrew Capone, Manager, Trial Division, andrew.capone@alleghenycounty.us

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter and resume*

Comments: Hiring for post-grad Staff Attorney (Clerk to Attorney) positions. This is a Clerk to Attorney transition position. It begins as a clerk position immediately after taking the July 2021 Bar Exam, and transitions to a Defender Attorney position once successful results are obtained.

Please view their recruitment video here: <https://www.alleghenycounty.us/public-defender/careers.aspx> (See Symplicity for more information.)

Interview Date: 2020-10-02

Bronx District Attorney's Office (Bronx, NY)

Address: 198 East 161st Street, Bronx, New York 10451

Website: <http://www.bronxda.nyc.gov>

Contact: Sherry Cohen, Chief of Legal Recruitment, bxda recruit@bronxda.nyc.gov

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, transcript, and writing sample*

Comments: Hiring for summer intern and post-graduate positions:

2L: Current Law Student: Class JD class of 2022; Selected candidates will have to pass a background check prior to the start of the internship; Demonstrated interest in public service and criminal law; and Ability to maintain confidentiality of information.

3Ls: Education and Experience/Qualifications: Required: U.S. Citizenship as of first day of employment; New York State residency, as of first day of employment; JD class of 2021 or Recent law school graduate admitted to New York State Bar; Sit for first available UBE after graduation from law school; Sit for first or second MPRE and NYLE available after graduation from law school or sooner; and Commitment of three years of initial service. Demonstrated

interest in public service and criminal law. Moot Court/Mock Trial. Ability to maintain confidentiality of information.

Interview Date: 2020-10-01

Center for Public Representation (Northampton, MA)

Address: 22 Green Street, Northampton, Massachusetts 01060

Website: <https://centerforpublicrep.org/>

Contact: Kathryn Rucker, Senior Attorney, krucker@cpr-ma.org

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter (describing yourself and your interest in working with the Center), resume, and writing sample (ten or fewer pages)*

Comments: Hiring for summer intern positions (including Boston). The Center for Public Representation is a national advocacy organization that uses legal strategies, advocacy, and policy to promote the integration and full community participation of people with disabilities, and others who are devalued in today's society. Through its systemic advocacy, the Center has been a major force in ensuring that people with disabilities across the country have opportunities to live, work, learn and fully participate in all aspects of community life. You can learn more about the Center and its priorities at www.centerforpublicrep.org.

Summer Internship: The Center for Public Representation is seeking a talented law student who is committed to social justice and interested in advancing the rights of people with disabilities.

Desired Skills and Interests: Experience in any of the following areas: civil rights, disability, healthcare policy, social justice advocacy, and legislation; Ability to work independently and within a team; Ability to manage multiple tasks and projects with supervision; Excellent writing and legal research skills; Working knowledge of Word, Excel, PowerPoint; and Demonstrated commitment to people with disabilities or other marginalized groups. (More information available on Symplicity.)

Interview Date: 2020-10-01

Connecticut Division of Criminal Justice (Rocky Hill, CT)

Address: 300 Corporate Place, Rocky Hill, Connecticut 06067

Website: <https://portal.ct.gov/DCJ>

Contact: Matthew Weiner, Assistant State's Attorney, matthew.weiner@ct.gov

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, transcript, and application form (available on website at <https://portal.ct.gov/DCJ/Employment/Job-Postings/Special-Deputy-Assistant-States-Attorney>)*

Comments: Hiring for 1-2 post-graduate Special Deputy Assistant State's Attorney positions at \$30.54 per hour plus benefits. See website at <https://portal.ct.gov/DCJ/Employment/Job-Postings/Special-Deputy-Assistant-States-Attorney> for more information and application form.

Interview Date: 2020-10-02

Conservation Law Foundation (Boston, MA)

Address: 62 Summer Street, Boston, Massachusetts 02110

Website: <http://www.clf.org>

Contact: Paul Calzada, Staff Assistant, pcalzada@clf.org

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, transcript, writing sample, and references*

Comments: Hiring for unpaid summer positions; limited stipends available. CLF advocates use law, science, and economics to create innovative strategies to conserve natural resources, protect

public health, and promote healthy communities. Interns are paired with an experienced attorney in one of their program areas.

Interview Date: 2020-10-02

Defender Association of Philadelphia (Philadelphia, PA)

Address: 1441 Sansom Street, Philadelphia, Pennsylvania 19102

Website: www.philadefender.org

Contact: Nena Carter, Director of Recruitment, jobs@philadefender.org

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, and transcript*

Comments: Hiring for unpaid summer intern positions and post-graduate Assistant Defender positions at \$57,000 (when barred). The Defender Association of Philadelphia is a non-profit law firm serving the clients in the city of Philadelphia. Their office represents 70% of people charged with crimes in Philadelphia. They are comprised of various practice units wherein they provide representation beginning at the preliminary arraignment through the appellate process. The Summer Law Intern Program: The program, which runs from the end of May through the first full week of August, begins with an extensive two-week training program and rotates the intern through a series of assignments all of which are supervised and many of which allow the students to advocate on behalf of Defender clients before judges, trial commissioners, and bail commissioners. Students are also assisted by written training materials that are revised on a yearly basis and that cover Defender intern practice plus substantive areas of the law. The Director of Training supervises the Summer Law Intern Program with the assistance of all department heads and attorneys in whose units the students work. Qualifications: Coursework: Criminal Law and Procedure, Evidence, Constitutional Law; Demonstrated commitment to indigent defense and/or criminal justice reform; Relevant clinical program, trial advocacy or comparable work experience; Knowledge of the rules of evidence, criminal and constitutional law, statutory interpretation, and ethical principles contained in the Rules of Professional Conduct; Experience or interest in serving racially and socioeconomically-oppressed clients and communities; and Ability to work and collaborate with all Defender staff.

Pos-Graduate Positions: Each September, they welcome 12-20 new attorneys to their office. After the month-long training session, new attorneys start their practice in preliminary hearings and progress to misdemeanor trials, felony waiver trials, juvenile adjudications and jury trials. With each rotation, their office provides additional comprehensive training specific to the new area of practice. Based on their progressive representation model and training provided, the Defender Association asks for a three year commitment. Successful applicants will have: Demonstrated commitment to indigent defense and/or criminal justice reform; Relevant clinical program, trial advocacy or comparable work experience; Knowledge of the rules of evidence, criminal and constitutional law, statutory interpretation, and ethical principles contained in the Rules of Professional Conduct; Experience or interest in serving racially and socioeconomically-oppressed clients and communities; and Ability to work and collaborate with all Defender staff.

Interview Date: 2020-10-01 and 2020-10-02

Disability Law Center (Boston, MA)

Address: 11 Beacon Street, Suite 925, Boston, Massachusetts 02108

Website: <http://www.dlc-ma.org>

Contact: Amanda Gasparonis, Director of Administration, agasparonis@dlc-ma.org

Years: 2LD/3LE

Materials Requested with Resume: *submit resume*

Comments: Hiring for two unpaid summer positions. DLC is the Protection and Advocacy agency for Massachusetts. DLC is responsible for protection and advocating for the rights of people with disabilities where they live, work, or receive services.

Interview Date: 2020-10-02

Harvard Legal Aid Bureau (Cambridge, MA)

Address: 23 Everett Street, First Floor, Cambridge, Massachusetts 02138

Website: <https://hls.harvard.edu/dept/clinical/clinics/harvard-legal-aid-bureau/>

Contact: Dennis Ojogho, Outreach Director, hlabrecruitment@gmail.com

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, transcript, writing sample, and list of three professional or academic references*

Comments: The Harvard Legal Aid Bureau seeks to hire approximately 15 law students to serve as Summer Legal Intern for 2021 (unpaid). Summer Legal Interns will be the primary case handlers on approximately 10-15 cases at a time in the areas of housing, family, government benefits, and wage and hour litigation. They interact directly with clients, opposing parties, witnesses, and government agencies, engage in extensive factual and legal investigation, draft motions and briefs, research legal issues, conduct discovery, and appear and argue in court. Students who have taken an evidence or trial advocacy course are preferred. HLAB Summer Legal Interns are supervised by HLAB's Clinical Instructors, practicing attorneys with years of trial and supervision experience, and students will be trained in all the relevant areas of the law. HLAB Summer Legal Interns generally experience a broad range of litigation and legal experience in as many as four primary practice areas. In the Family Law practice, HLAB represents victims of domestic violence in restraining order hearings, divorces, paternity, visitation, child support, and custody disputes. In the Housing Law practice, HLAB represents individual clients who are being evicted from public, subsidized, and private housing, and also works with tenant unions and other progressive organizations to ensure the availability of affordable housing in the Greater Boston area. In the Government Benefits practice, HLAB represents clients at hearings to obtain or retain their Supplemental Security Income and Social Security Disability Insurance benefits or unemployment benefits. Finally, in the Fair Wage practice, HLAB allows students to work on affirmative lawsuits addressing violations of state and federal labor laws. They ask students to choose a primary concentration in the area of housing or family law. Summer Legal Interns working at HLAB maintain a full-time (40 hours per week) schedule. Though HLAB is unable to pay its Summer Legal Interns due to funding restrictions, they work closely with hired students to secure third-party funding. The Harvard Legal Aid Bureau was founded in 1913 to provide free legal services for low-income people in the Greater Boston community. As the nation's oldest student-run legal services organization, the Harvard Legal Aid Bureau aspires to be an engine for progressive change and social justice. To learn even more about the Harvard Legal Aid Bureau, visit <http://www.harvardlegalaid.org/>.
Interview Date: 2020-10-01 and 2020-10-02

Heisler Feldman & McCormick, P.C. (Springfield, MA)

Address: 293 Bridge Street, Suite 322, Springfield, Massachusetts 01103

Website: <https://www.hfmgpc.com/>

Contact: Joel Feldman, Shareholder, jfeldman@hfmgpc.com

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, transcript, writing sample, and references*

Comments: Hiring for one post-graduate position (equivalent to local legal aid salary). Litigation Associate at civil rights/tenant representation firm. Serving low-income clients in housing, consumer, employment, and discrimination cases. They charge no advance fee in their nationally recognized, innovative model to serve the poor. They prefer candidates of diverse backgrounds and those who are fluent or almost fluent in Spanish, and demonstrated interest to public interest law and experience before a judge in a clinical program.

Interview Date: 2020-10-01 and 2020-10-02

Legal Aid Foundation of Los Angeles (Los Angeles, CA)

Address: 1550 W. 8th Street, Los Angeles, California 90017

Website: <https://lafla.org/>

Contact: Scott Ventrudo, Pro Bono Project Attorney, sjventrudo@lafla.org

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, and references*

Comments: Hiring for 20 unpaid summer intern positions. For over 90 years, Legal Aid Foundation of Los Angeles (LAFLA) has been the frontline law firm for low-income people in Los Angeles. LAFLA is committed to promoting access to justice, strengthening communities, fighting poverty, and affecting systemic change through representation, advocacy, and community education. Please note that LAFLA will continue to observe county and federal health guidance to prioritize client and staff safety. (See list of projects on Symplicity.)

Interview Date: 2020-10-01 and 2020-10-02

Legal Services of Northern California (Sacramento, CA)

Address: 517 12th Street, Sacramento, California 95814

Website: <http://www.lsn.net/jobs>

Contact: Leon Dixon, Managing Attorney, ldixon@lsnc.net

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, transcript, and references*

Comments: See <https://lsnc.net/employment-and-internship-opportunities> for videos and more information. No positions are available at this time but they are interviewing in anticipation of positions becoming available.

Interview Date: 2020-10-02

Massachusetts Attorney General's Office (Boston, MA)

Address: One Ashburton Place, Boston, Massachusetts 02108

Website: <http://www.mass.gov/ago>

Contact: Jean Mejia, Director of Human Resources, jean.mejia@state.ma.us

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, and transcript (The cover letter must include a personal statement describing your interest in public interest law and the work of the Attorney General's Office, including any personal experiences you wish to share related to the mission of the Attorney General's Office.)*

Comments: Hiring for 45 unpaid summer intern positions. Attorney General Maura Healey is the chief lawyer and law enforcement officer of the Commonwealth of Massachusetts. In addition, her office is an advocate and resource for the Commonwealth and its residents in many areas, including protecting consumers, combating fraud and corruption, protecting civil rights, and promoting meaningful economic recovery. The 2021 Summer Legal Intern Program is a 10-week, full-time program for students completing their 1L or 2L years of law school. The 2021 Summer Legal Intern Program will run from Tuesday, June 1, 2021 through Friday, August 6, 2021. The program offers an invaluable learning opportunity for selected law students and includes a structured program of trainings, events, and activities. Students apply to the program and, taking into account their placement preferences, are assigned to a particular division within the office. While here, students develop their legal skills and perform substantive work that contributes to the mission of the AGO. Internships are on an unpaid basis, although some students are able to obtain funding through their law schools or other funding sources. The Attorney General's Office is organized into six Bureaus: Executive; Criminal; Energy and Environment; Government; Health Care and Fair Competition and Public Protection and

Advocacy. Each bureau is divided into divisions and teams. These Bureaus and Divisions have distinct missions and work closely together to ensure the Attorney General's Office provides the highest level of public protection. For more information about the work of the bureaus, visit www.mass.gov/ago/bureaus.

Interview Date: 2020-10-01 and 2020-10-02

Massachusetts Office of the Inspector General (Boston, MA)

Address: One Ashburton Place

Room 1311, Boston, Massachusetts 02108

Website: <http://www.mass.gov/ig>

Contact: Mark Zglobicki, Associate General Counsel, mark.zglobicki@state.ma.us

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, transcript, and references*

Comments: Hiring for two summer positions at \$15 per hour. The Massachusetts Office of the Inspector General is an independent state watchdog agency charged with preventing and detecting fraud, waste, and abuse in the expenditure of public funds. The Office has broad investigative authority, including the power to issue summonses. In addition, the Office comments on proposed legislation and regulations, and reviews the activities of agencies at all levels of government in the Commonwealth. The Office is also responsible for overseeing and enforcing the Uniform Procurement Act (M.G.L. c. 30B) which established procedures for cities and towns when contracting or disposing of supplies and services, and for the acquisition and disposition of real property. The Office is seeking two Legal Interns for the summer of 2021, subject to budget appropriation. Legal Intern responsibilities include research and writing on a wide range of topics spanning both civil and criminal matters. More information on the Office can be found at: <http://www.mass.gov/ig/>.

Interview Date: 2020-10-01

MetroWest Legal Services (Framingham, MA)

Address: 63 Fountain Street, Suite 304, Framingham, Massachusetts 01702

Website: <http://www.mwlegal.org>

Contact: Kathryn Grace, Staff Attorney, kcondon@mwlegal.org

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, and two references*

Comments: MetroWest Legal Services (MWLS) is currently accepting applications from law students for 2021 summer legal intern positions. The mission of MWLS is to provide legal advocacy to protect and advance the rights of the poor, elderly, disabled, immigrants, and other disenfranchised people in our service area, and to assist them in obtaining legal, social, and economic justice. They help their clients secure access to basic needs and challenge institutional barriers in order to achieve equal justice for all. MWLS provides summer legal interns with an opportunity to fully immerse themselves in the civil legal problems of the poor and effectively advocate for their clients. MWLS has a staff of sixteen attorneys, a number of whom have been engaged in poverty law practice for over 15 years. Their office is located in Framingham, MA near public transportation. MWLS represents clients in many substantive areas of the law. Their priority areas include housing, family law for victims of domestic violence, public benefits (including social security and unemployment), education, health care access, elder law, consumer bankruptcy, medical-legal partnership, immigration law for victims of domestic violence and unaccompanied minor children, community enterprise clinic, and worker's rights. Summer legal interns perform a wide variety of tasks depending on their interest and the needs of a particular project. These duties might include client interviews and case investigation, drafting of pleadings, memoranda and briefs, direct representation at administrative hearings, court representation (if the student is 3:03 certified) and legal research.

Interview Date: 2020-10-01

Miami-Dade County Public Defender's Office (Miami, FL)

Address: 1320 NW 14 Street, Miami, Florida 33125

Website: <http://www.pdmiami.com>

Contact: Teresa Enriquez, Executive Chief Asst. Public Defender, tenriquez@pdmiami.com

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter and resume*

Comments: Hiring for 25 post-graduate positions at \$50,000 plus excellent benefits. The Miami PD's Office is a vibrant and collaborative work environment staffed y nearly 200 mission-driven attorneys plus investigators, mitigation specialists, secretaries and paralegals dedicated to ensuring equal justice to persons in jeopardy of losing their life or liberty who cannot afford to hire a private attorney. For more information, please visit their website.

Interview Date: 2020-10-01 and 2020-10-02

Middlesex County District Attorney's Office (Woburn, MA)

Address: 15 Commonwealth Avenue, Woburn, Massachusetts 01801-5194

Website: <http://www.middlesexda.com>

Contact: Julie Brajak, Administrative Assistant, julie.brajak@state.ma.us

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, and transcript*

Comments: Hiring for unpaid intern positions and paid post-graduate employment. Assistant District Attorneys (ADAs) are appointed by the District Attorney to represent the Commonwealth of Massachusetts in criminal proceedings in Middlesex County. They are responsible for all pre-trial, trial, and post-conviction matters in assigned cases. ADAs prosecute a range of misdemeanor and felony cases in the Juvenile, District and Superior Courts. They represent the Commonwealth in bail arguments, substantive motions, plea negotiations, both jury and jury-waived trials, and appellate proceedings. Primary Responsibilities: Review evidentiary reports, prepare discovery, identify and interview victims and witnesses; Represent the Commonwealth in court by presenting evidence and argument at arraignments, preliminary hearings, pre-trial conferences, hearings on motions, trials, sentencing, Grand Jury proceedings, and appellate proceedings; Conduct legal research and write legal documents such as affidavits, memoranda and briefs in assigned cases; Keep abreast of court decisions and legislation affecting Massachusetts law; and Work closely with victim witness advocates, law enforcement, court personnel, the defense bar, criminal justice agencies and the public.

Interview Date: 2020-10-01 and 2020-10-02

New Hampshire Department of Justice, Office of the Attorney General (Concord, NH)

Address: 33 Capitol Street, Concord, New Hampshire 03301

Website: <http://doj.nh.gov>

Contact: Sean Locke, Assistant Attorney General, sean.r.locke@doj.nh.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, and transcript*

Comments: Hiring for seven unpaid summer intern positions. The NH Department of Justice hires summer interns for all of its bureaus: civil, criminal justice, consumer protection, environmental protection, transportation and construction, Medicaid fraud control, charitable trusts, and administrative prosecutions. Interns have opportunities to assist with legal research and writing, observe legal proceedings, attend meetings and participate in a variety of activities in the department. The summer internship program includes invaluable learning opportunities

such as trainings, events, and other activities. They strive to make their internships valuable and rewarding for the law students who join them.

Interview Date: 2020-10-02

Pine Tree Legal Assistance (Portland, ME)

Address: 88 Federal Street, Portland, Maine 04112

Website: <http://www.ptla.org>

Contact: Shannon Karam, Director of Pro Bono Services, skaram@ptla.org

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter and resume*

Comments: Hiring for unpaid summer internships. The summer internship at Pine Tree Legal Assistance provides an opportunity for law students to work on a wide range of civil legal issues facing low-income Mainers. Students will work with attorneys and advocates to respond to the immediate needs of individual low-income clients. Student responsibilities often include client intake, ongoing client communication, investigation and fact development, legal research, memo and brief drafting, litigation preparation, and other case work. Students will have the opportunity to observe staff in remote or in person court proceedings and students who have completed their 2nd year in law school may have the opportunity to appear in court proceedings on behalf of a client. Students will work under the supervision of experienced attorneys based in one of Pine Tree's offices. The internship may be remote, in person, or a combination of both depending on circumstances surrounding the COVID-19 pandemic and Pine Tree's organizational response. Interested applicants should submit a resume and cover letter specifying their preferences for legal units and locations. This is an unpaid, 10 week summer internship. (More information on Symplicity.)

Interview Date: 2020-10-02

Social Security Administration, Office of General Counsel (Boston, MA)

Address: Office of the General Counsel, 15 Sudbury Street, JFK Federal Building, Room 625, Boston, Massachusetts 02203

Website: <http://www.ssa.gov>

Contact: Nicole Sonia, Assistant Regional Counsel, nicole.sonia@ssa.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, and writing sample (mas. 10 pages)*

Comments: Hiring for unpaid summer intern positions. The office's primary role is to represent the Social Security Administration in federal district and appellate courts in the context of disability benefits litigation, a consistently challenging and engaging practice area. In addition, the office represents and advises the agency in personnel and employment disputes and provides other legal advice throughout the region. Successful applicants should be proactive self-starters who are interested in public service and working in a dynamic environment offering a variety of opportunities and experiences. Applicants must also have solid research and writing skills. Although the position is unpaid, legal interns will be given an extraordinary opportunity to take on significant and even primary responsibility on matters from across the office's workload. Specifically, legal interns will draft a variety of pleadings, including summary judgment motions, filed in federal district courts. In this role, legal interns review a final decision rendered by an administrative law judge in which a claimant was denied disability benefits. Legal interns thoroughly review the case record to assess the defensibility of the case, and, if defensible, draft a motion for summary judgement. In addition, legal interns will participate in moot courts for attorneys arguing before the federal district and appellate courts, observe federal court arguments and administrative hearings, and will have the opportunity to work with attorneys across many of the office's practice areas. Such work includes responding to

requests for personally identifiable information, evaluating representative sanctions, and investigating allegations of civil rights violations. Legal interns will receive regular feedback on their work-product and have the opportunity to develop research and writing skills that will be highly valuable in virtually any law practice. Legal interns may also have the opportunity to argue in federal district court depending on available cases and the application of local federal rules.

Interview Date: 2020-10-01 and 2020-10-02

Suffolk County District Attorney's Office (Boston, MA)

Address: One Bulfinch Place, Suite 300, Boston, Massachusetts 02113

Website: <http://www.suffolkdistrictattorney.com>

Contact: Anne Benenati, ann.benenati@state.ma.us

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, transcript, and writing sample*

Comments: Hiring for unpaid summer positions and post-graduate Assistant District Attorney positions. The Suffolk County District Attorney's Office is the largest state county prosecution office in New England -- employing more than 150 lawyers and 150 additional staff members.

Interview Date: 2020-10-01 and 2020-10-02

Suffolk County District Attorney's Office, Appeals Division (Boston, MA)

Address: One Bulfinch Place, Boston, Massachusetts 02114

Contact: Monica DeLateur, Assistant District Attorney; Supervisor of Legal Internship Program, monica.delateur@state.ma.us

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, transcript, writing sample, and references*

Comments: Hiring for 6-8 unpaid summer intern positions. The Appeals Unit and its Appellate Assistant District Attorneys (ADAs) work to ensure the integrity of criminal convictions earned in Suffolk County. As the busiest appellate team in the state, the Unit litigates appeals before the Massachusetts Appeals Court and the SJC; challenges judicial error and seek to develop and clarify case law by taking more affirmative appeals than any other appellate unit in the state; handles complex or cutting-edge pretrial, trial, and post-conviction motions in the trial courts; and helps to draft legislation. They also work with trial ADAs at motion hearings and trials to address any questions of law, procedure, and precedent that may arise.

They invite applications from students interested in serving the interests of justice through written and oral advocacy. Each intern typically begins his or her internship by taking responsibility for researching and drafting the Office's response to a defendant's appellate brief in the Massachusetts Appeals Court, under the supervision of an Appellate ADA. Students may also assist on appeals before the Single Justice of the SJC and work with trial ADAs on motions or research questions. During the summer, most interns will write two briefs; complete two other shorter motions or research assignments; and observe multiple arguments, hearings, or trials. Interns may also be responsible for research questions to help the Office in litigating appeals and handle complex motions in the trial courts and appellate courts. If an intern files an appellate brief on behalf of the Commonwealth, he or she may have the opportunity to argue the case in the Massachusetts Appeals Court. Most interns will return to present oral argument before the Appeals Court on the case(s) they briefed. They provide a robust training program for summer interns, including presentations on brief-writing and advocacy, and roundtable discussions with judges and others whose work are relevant to appeals. Past interns have credited the experience with strengthening their ability to analyze legal issues, develop litigation strategies, and improve writing and oral advocacy skills. Candidates should demonstrate: (1) outstanding writing and research ability, as demonstrated by a strong writing sample and

attention to detail; (2) ability to work as part of a team; (3) effective time management, and ability to carry a significant caseload; and (4) a commitment to public interest law. Interns do not need to be Supreme Judicial Court Rule 3:03 certified in order to participate in oral argument before the Massachusetts Appeals Court, though they encourage interns to obtain 3:03 certification. Additional information, including application instructions, is available on their webpage at: <https://www.suffolkdistrictattorney.com/open-positions-internship-1>
Interview Date: 2020-10-01 and 2020-10-02

U.S. Air Force JAG Corps (Washington, DC)

Address: HQ USAF/JAX, 1420 Pentagon Air Force Room 5D116, Washington, District of Columbia 20330

Website: <http://www.airforce.com/jag>

Contact: Karen Braxton, Recruiting Assistant, karen.braxton.civ@mail.mil

Years: 2LD/3LE

Materials Requested with Resume: *submit resume*

Comments: At the time you become a JAG, you must be a U.S. citizen, be less than 40 years of age, no more than age 42 with exceptions, graduate from an ABA accredited law school, and be admitted to practice before the highest court in any state or federal territory.

Interview Date: 2020-10-01 and 2020-10-02

U.S. Department of Education, Office for Civil Rights (Boston, MA)

Address: 5 Post Office Square, 8th Floor, Room 800, Boston, Massachusetts 02109

Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

Contact: Michelle Kalka, Compliance Team Leader, michelle.kalka@ed.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit resume and transcript*

Comments: Hiring for unpaid summer intern positions. The Office for Civil Rights (OCR) is a division of the U.S. Department of Education, a cabinet-level executive agency. The mission of the Office for Civil Rights is to ensure equal access to education and to promote educational excellence throughout the nation through vigorous enforcement of certain civil rights authorities. Under the supervision of an attorney mentor, legal interns in the Boston enforcement office work with a complaint or compliance review team to investigate and resolve civil rights complaints involving allegations of discrimination on the basis of disability, sex, race, color, and national origin; and age under the Federal laws and regulations (Section 504 of the Rehabilitation of 1973; Title II of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964; and Age Discrimination Act of 1975). Knowledge, Skills, and Abilities of Legal Interns: An interest in civil rights, education, and/or public service; Legal research skills; Strong analytical and evaluative skills; Strong interpersonal and written communication skills; Ability to plan and organize work; Ability to cooperate and collaborate with team members; Ability to adhere to deadlines and work under pressure; Ability to use a variety of investigative, analytical, and evaluative techniques to solve problems or arrive at conclusions; and Ability to use technology to conduct research, communicate, and manage data. Legal Intern Activities: Legal Interns at OCR are typically involved in the full range of case evaluation, planning, investigation, and resolution activities, such as: Developing investigation strategies; Analyzing and interpreting data; Interviewing complainants, educational staff and other witnesses; Researching civil rights cases and policy; Presenting case information internally; Drafting correspondence, data requests, investigative plans, legal memoranda, letters of finding, and other case-related documents; and Monitoring of resolution agreements negotiated to resolve allegations and/or compliance concerns identified in complaint and review investigations.

Interview Date: 2020-10-02

U.S. Department of Labor, Office of the Solicitor (Boston, MA)

Address: JFK Federal Building, Room E-375, Boston, Massachusetts 02203

Website: <http://www.dol.gov/sol>

Contact: Christine Collins, Senior Trial Attorney/Intern Coordinator, collins.christine@dol.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, transcript, and writing sample*

Comments: Hiring for unpaid summer and academic-year intern positions. The Solicitor's Office of the U.S. Department of Labor seeks a student volunteer at its downtown Boston office. The twenty-five lawyers of the Boston office provide trial litigation and general legal services to the Department throughout New England. Major litigation areas include federal district court actions under the Employee Retirement Income Security Act and the Fair Labor Standards Act, as well as administrative proceedings under the Occupational Safety and Health Act and the Mine Safety Act. Our interns are volunteers who will be introduced to the operation of a government legal office, become familiar with civil litigation practice in a government setting, and be exposed to the diverse Department enforcement programs as caseloads permit. Compensation through law school or other public interest funding or course credit/academic approval must be provided. The Solicitor's Office is committed to diversity and encourages all qualified individuals to apply.

Interview Date: 2020-10-01

U.S. Environmental Protection Agency (Washington, DC)

Address: 2400 Pennsylvania Avenue, N.W., Washington, District of Columbia 20460

Contact: Robin Robinson, Attorney Advisor and Coordinator, Law Clerk/Intern Program, robinson.robin@epa.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter and resume*

Comments: Hiring for unpaid summer intern positions. Students will work with practicing environmental technical professionals and attorneys on projects related to civil (administrative and judicial) and criminal enforcement, investigations, inspections, targeting/priorities, federal facilities enforcement, state/tribal enforcement coordination, and other matters. Their offices implement and enforce the Clean Air Act, Clean Water Act, FIFRA, RCRA, TSCA, CERCLA and other environmental laws. They look for qualified and highly motivated candidates with superior records of achievement, a commitment to environmental and/or law enforcement work, and who also work well in teams.

Interview Date: 2020-10-02

U.S. Navy JAG Corps (Newport, RI)

Address: Navy Justice School, 360 Elliot Street, Newport, Rhode Island 02841

Website: <https://www.jag.navy.mil/careers.htm>

Contact: Colin Hood, LT, JAGC, USN, colin.hood@njsonline.onmicrosoft.com

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit resume*

Comments: The U.S. Navy JAG Corps recruits students and practicing attorneys to join the United States Navy as active duty or reserve officers in the Judge Advocate General Corps. These will be informational interviews only. Additional information about careers with the U.S. Navy JAG Corps can be found here:

http://www.jag.navy.mil/careers/careers/inbrief_overview.html.

Interview Date: 2020-10-01 and 2020-10-02

II. COLLECTION ONLY

The following employers have requested that we collect and send resumes to them; they will contact students directly regarding interviews. You must apply and submit all required materials online through the MLSC Symplicity site.

*******Symplicity site:** <https://law-massconsortia-csm.symplicity.com/students>

*******Session:** *Gov/PI Program Collectio – October 2020*

*******Bidding deadline:** *Wednesday, September 2, noon*

Massachusetts Advocates for Children (Boston, MA)

Address: 25 Kingston Street, Second Floor, Boston, Massachusetts 02111

Website: <http://www.massadvocates.org>

Contact: Janine Solomon, Managing Attorney/Senior Project Director,
jsolomon@massadvocates.org

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter, resume, and transcript*

Comments: Hiring for summer intern positions. MAC conducts both case advocacy and systemic reform on behalf of low-income children regarding issues of special education law and school discipline. Interns will assist with all aspects of client representation, research, and policy development.

Miami-Dade State Attorney's Office (Miami, FL)

Address: 1350 NW 12th Avenue, Miami, Florida 33136

Contact: Gunner Stewart, Recruitment Coordinator, gunnarstewart@miamisao.com

Years: 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, and transcript*

Comments: The Office of the Miami-Dade State Attorney prosecutes all criminal violations within its jurisdiction, which is the greater Miami area. While the number varies depending on the funding, the office generally hires an average of 60 Assistant State Attorneys each year. The great majority of these positions are entry level. Attorneys generally begin their employment in a training program lasting approximately two months and then proceed to trial division assignments. The office is staffed by over 300 attorneys and a support staff of approximately 900. The legal staff is approximately 50% female, and approximately 44% minority. The office provides a wide variety of criminal prosecution experience, including general misdemeanor and felony trial work, as well as assignment to specialized divisions. These specialized divisions include Sexual Battery, Career Criminal/Robbery, Senior Trial Counsel/Homicide, Economic Crimes, Domestic Crimes, Public Corruption and Racketeering/Organized Crime. Applicants should be interested in working in a large urban area in an office that has a very fast-paced working environment. They desire applicants who have demonstrated a strong interest in litigation/criminal law through their coursework and experience while in law school. Florida Bar admission is not a prerequisite to hiring. However, for those who are not members of the Florida Bar, certification under Chapter 11 of the Florida Bar Rules is strongly preferred. Those who do not meet these requirements may be considered; however, the opportunity for employment may be diminished and will be conditioned upon admission to the Florida Bar.

Service Employees International Union (Washington, DC)

Address: 1800 Massachusetts Ave, NW, Washington, District of Columbia 20036

Website: <https://www.seiu.org>

Contact: Kim Gibbs, Legal Operations Manager, kim.gibbs@seiu.org

Years: 2LD/3LE, 3LD/4LE

Materials Requested with Resume: *submit cover letter, resume, and transcript*

Comments: Hiring for summer positions at \$22 per hour and post-graduate positions at \$66,856 per year. Service Employees International Union (SEIU) has openings for full-time law clerks for the Summer of 2021. Law clerks and externs in the SEIU Legal Department conduct legal research and draft legal memoranda, work with attorneys on pending litigation, attend hearings and conferences, and meet with union leaders. Law clerks and externs are generally assigned to work in the Legal Department in Washington, DC. Nevertheless, a full-time law clerk may be assigned to work at a field location. Law clerks are paid \$22/hour. Externs receive credit from their law schools. They are interested in candidates with a demonstrated commitment to workers' rights and social change. The successful applicant will have a strong academic background with excellent writing and researching skills. Completion of a basic labor law course is preferred but not required. Please note clerk positions are open only to current law students (graduation date of September 2021 or later). SEIU is an equal opportunity employer.

U.S. Attorney's Office, Civil Division (Boston, MA)

Address: 1 Courthouse Way, Suite 9200, John J. Moakley Courthouse, Boston, Massachusetts 02210

Website: <https://www.justice.gov/usao-ma/intern-program>

Contact: Civil Committee, usama-civil.internship@usdoj.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter (including day and evening telephone numbers), resume (including undergraduate and law school GPA), transcript, and writing sample*

Comments: An internship with the U.S. Attorney's Office (USAO) offers a unique and challenging experience for the highly motivated student. It is an opportunity to work on some of the most significant, complex and visible cases being litigated today. You will work with Assistant U.S. Attorneys and other staff as part of a dedicated team helping to enforce Federal civil laws that protect life, liberty and property of citizens.

Eligibility

- • Must be a U.S. citizen
- Applicants must have no illicit drug use in the past 12 months
- Applicants will be subject to a thorough background investigation due to the sensitive nature of the USAO's work.

Length of Internship: 10 weeks. 40 hours per week for Summer Internships; 16 hours per week for Fall and Spring Internships.

The Civil Division is comprised of the following units: Affirmative Civil Enforcement (ACE), Asset Recovery Unit, Civil Rights, and Defensive Litigation.

Academic credit for work experience possible.

Assignments: Law school interns research legal issues; draft/write motions, responses, and various pleadings; provide trial support; review and analyze evidence; interview witnesses; and assemble exhibits for trial, interviews, and depositions. Interns are generally able to attend trials, hearings, depositions, attorney conferences, meetings, and other legal proceedings.

U.S. Equal Employment Opportunity Commission (Boston, MA)

Address: 475 Government Center, John F. Kennedy Federal Building, Boston, Massachusetts 02203

Website: <https://www.eeoc.gov>

Contact: Neile Eisner, Administrative Judge, neile.eisner@eeoc.gov

Years: 2LD/3LE

Materials Requested with Resume: *submit cover letter and resume*

Comments: The Boston Area Office of the New York District Office of the U.S. EEOC presides over and decides employment discrimination cases filed against the federal government under Title VII, the ADEA, the Rehabilitation Act, and the Equal Pay Act. The Judicial Internship Program affords law students the opportunity to work closely with the Administrative Judges and learn about employment discrimination as well as evidentiary, procedural, and administrative law issues. Interns are directly involved with the cases and participate in a full array of legal work and assignments. The internships are unpaid. Most students receive credit, work study, or a fellowship from their law school for their participation.

Last Updated: August 17, 2020