



Arizona

## Legal Intern/Externship Summer 2021

The ACLU of Arizona seeks legal interns/externs for the Summer 2021. Interns will have the opportunity to gain valuable experience by working in our Legal Department and assisting in aspects of legal advocacy and litigation.

### **INTERNSHIP OVERVIEW**

The Legal Department Intern will help provide legal research and writing to support the litigation work of the Legal Department. This position is for the Legal Department at large, and the intern will gain exposure to areas of work not limited to a specific project or issue.

We are willing to work with students to develop an internship experience that is either part-time or full-time and will work with students who are seeking work study or course credits for their internship. At this time, we are unable to offer stipends for internship positions but will work with applicants to secure outside funding through law schools or other sources as available.

We intend to offer 2-4 positions for the Summer 2021. Applications will be considered on a rolling basis and accepted until the positions are filled. All positions are temporarily remote while the ACLU of Arizona offices remain closed due to the COVID-19 pandemic.

### **ROLES AND RESPONSIBILITIES**

Interns will gain valuable experience by working with the team on a wide variety of issues. Responsibilities may include, but are not limited to the following:

- Conduct legal research and analysis
- Draft legal memoranda, briefs, or other legal documents as assigned
- Participate in discovery and trial practice as opportunities arise
- Conduct factual research and analysis in preparation for advocacy or litigation
- Attend department, staff, and cross-departmental campaign meetings
- Other projects as assigned

### **EXPERIENCE AND QUALIFICATIONS**

The internship is open law students who have completed at least one year of law school. Interns should possess the following:

- Excellent research skills, including internet and legal database research
- Excellent communication skills, both verbal and writing
- The ability to analyze complex legal issues
- Initiative to see projects through to completion

- Attention to detail, excellent organization and time-management skills
- Proficiency in Microsoft Office Suite
- Commitment to civil liberties, civil rights, and social justice
- Commitment to the mission of the ACLU of Arizona

## **APPLICATION PROCEDURE**

**Please submit a cover letter that describes your interest, a current resume, a writing sample (no more than 10 pages) and contact information for three references to Gloria Torres at [gtorres@acluaz.org](mailto:gtorres@acluaz.org). Please note “Summer Internship” in the subject line of your email. No phone calls or walk-ins, please.**

The ACLU is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, veteran status and record of arrest or conviction.

The ACLU undertakes affirmative action strategies in its recruitment and employment efforts to assure that persons with disabilities have full opportunities for employment in all positions. We encourage applicants with disabilities who may need accommodations in the application process to contact: [drobinson@acluaz.org](mailto:drobinson@acluaz.org). Correspondence sent to this email address that is not related to requests for accommodations will not be reviewed. Applicants should follow the instructions above regarding how to apply.

## **ABOUT THE ACLU**

With ACLU affiliate offices in all 50 states, Washington, D.C., and Puerto Rico, the ACLU fights tirelessly in the courts, legislatures, and through community engagement to ensure that all individuals’ rights are protected. We are a passionate, highly motivated group of lawyers, public policy experts, lobbyists, community organizers, and fundraisers, and we’re looking for exceptional talent to join our team.

This job description provides a general but not comprehensive list of the essential responsibilities and qualifications required. It does not represent a contract of employment. The ACLU reserves the right to change the description and/or posting at any time without advance notice.

The ACLU of Arizona comprises two separate corporate entities, the American Civil Liberties Union of Arizona and the ACLU Foundation of Arizona. Both the American Civil Liberties Union and the ACLU Foundation of Arizona are statewide organizations with the same overall mission; they share office space and employees. The ACLU of Arizona has two separate corporate entities in order to do a broad range of work to protect civil liberties. This job posting refers collectively to the two organizations under the name “ACLU-AZ.” To learn more about the work of the ACLU, please visit [www.acluaz.org](http://www.acluaz.org) and [www.aclu.org](http://www.aclu.org).