

POSITION DESCRIPTION: LAW STUDENT INTERN

THE ORGANIZATION:

Network for Victim Recovery of DC ([NVRDC](#)) started in 2012. We create equitable healing and dignified experiences for survivors of crime by providing free, trauma-informed advocacy, therapeutic, and legal services in conjunction with strategic litigation, policy advocacy, and education to transform existing responses to harm.

LAW STUDENT INTERNSHIPS:

Our internship program provides the opportunity to work on a variety of important issues related to serving DC crime victims in a supportive and engaging work environment.

NVRDC offers part-time and full-time legal internship opportunities to law students. Please note, NVRDC is not able to offer interns the opportunity to appear in court and is not able to provide supervision for law student bar certification under DC Court of Appeals Rule 48. Assignments may include legal research, drafting legal memoranda, and legal casework (like drafting motions or direct examination questions). Legal interns will have the opportunity to observe client meetings and court hearings.

The casehandling section of [NVRDC's legal services](#) is comprised of attorneys who provide representation and advice to survivors of crime in the District of Columbia in three main practice areas:

- Civil Protection Order (CPO) & Anti-Stalking Order (ASO) litigation in DC Superior Court,
- Crime Victims' Rights (CVR) litigation in criminal and juvenile delinquency cases in DC Superior Court,
- Students' Rights Advocacy (including rights afforded by Title IX, the Clery Act, Codes of Student Conduct, and other authority) in administrative proceedings at schools (Title IX).

While NVRDC serves all survivors of crime in CVR matters, our CPO/ASO and Title IX practices focus on cases involving domestic violence, dating violence, stalking, and sexual assault.

NVRDC's legal programs also include [DV LEAP](#) and the [Victim Legal Network of DC \(VLNDC\)](#); however, any openings for internships with these programs will be posted separately.

Until further notice, our internship will be primarily remote. Interns may be asked to report for in-person duties on occasion at our office, the courthouse, or other locations.

PRIMARY RESPONSIBILITIES:

- Performing legal research and writing memoranda on cutting-edge legal issues.
- Assisting attorneys with case preparation for campus misconduct proceedings under Title IX / the Clery Act and Civil Protection Order / Anti-Stalking Order Cases at DC Superior Court, including drafting opening statements, direct examinations, and closing arguments as well as organizing evidence and preparing exhibits.
- Drafting motions and other pleadings in criminal cases for Crime Victims' Rights cases and Civil Protection Order / Anti-Stalking Order cases.
- Accompanying NVRDC attorneys to court hearings in Civil Protection Order / Anti-Stalking Order and Crime Victims' Rights cases.
- Drafting educational and promotional materials for NVRDC's outreach efforts.
- Attending community outreach events.
- Conducting client screenings, intakes, and interviews, if approved by supervisor.
- Performing other duties as needed. Law student interns will not be assigned non-substantive work (e.g. event planning, answering phones, etc.).

QUALIFICATIONS:

- Current enrollment as a student in a J.D. or LL.M. program at an [ABA accredited law school](#).
- Interest in and enthusiasm for NVRDC's mission and social justice.
- Relevant experience with, knowledge related to, or a strong interest in: Crime Victims' Rights; advocacy for survivors of domestic violence, dating violence, sexual assault, or stalking; or other related fields.
- Strong legal research and writing skills.
- Strong organizational skills and attention to detail.
- Ability to take initiative and be proactive.
- Enthusiasm for feedback and growth.

COMPENSATION:

- NVRDC is able to offer law student interns projects that satisfy most law schools' requirements for earning academic credit for internships.
- If a law student intern is not seeking academic credit, NVRDC may be able to offer a stipend up to \$1000 upon completion of the internship. Stipend amounts will vary based on the intern's schedule (full-time / part-time), availability of funds, and other considerations.

HOW TO APPLY:

NVRDC is happy to host law student interns during the Fall, Spring, and Summer!

Application Periods & Deadlines:

- Fall Internship (September-December)
Application period opens May 1st. Deadline is July 15th.
- Spring Internship (January-April)
Application period opens September 1st. Deadline is November 1st.
- Summer Internship (May-August)
Application period opens January 2nd. Deadline is March 1st.

Application Requirements:

- **Applying through your school's platform:**
 - If NVRDC has posted this position announcement on your school's career opportunity platform (e.g. Symplicity), please follow the instructions and submit your materials using the platform. (If the system allows, we will ask you to submit a Cover Letter and Resume.)
- **Applying via email:**
 - If using your school's platform is not feasible or not your preference, please submit a Cover Letter and Resume via email to Ms. Alexandra Scott, Esq., at internships@nvrdc.org.

Rolling Application Review:

Within each application period, applications may be evaluated as they are received, and the position may be filled prior to the deadline. It is advised to submit your application as soon as possible within the application period, especially for the summer position.

Firm Application Periods:

If you apply outside the application period (early or late), your application might not be considered. For example, if you apply for the Summer but are not selected and wish to be considered for the Fall, please submit a new application during the time period designated above.

Submission Confirmation for Email Applications:

If you use the exact phrase "NVRDC Law Student Internship Application" in the subject line of your email, then you should receive an auto-response indicating that your application email has been received.

Status Inquiries:

Please note that because of the volume of applications that we typically receive, we regret that we will only be able to contact those candidates whom we would like to invite to participate in an interview. Please do not send follow-up email messages or contact us by phone to inquire about the status of your application.

Thank you for your interest!