



POSITION ANNOUNCEMENT

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

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 mission of the Office of Compliance and Enforcement (OCE) is to review compliance by grantees with the LSC Act, regulations, instructions, guidelines and grant assurances. OCE is also charged with responding promptly and effectively to inquiries and complaints pertaining to recipients filed by members of the public.

The intern will work directly with the OCE Director and staff to meet these important objectives. OCE is seeking an undergraduate or pre-law intern for full-time or part-time position.

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 simple letters in response to information requests;
- 2) Reading reports and comments to assess if actions have been completed;
- 3) Working with simple excel spreadsheets;
- 4) Conduct internet-based research;

- 5) Manage small projects from inception to completion; 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 OCE**” 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.