



POSITION ANNOUNCEMENT

POSITION: 2012 Fall Intern (Paid)	POSTING NO: N/A	DATE POSTED: 09/10/12
LOCATION: Office of Government Relations & Public Affairs Legal Services Corporation 3333 K Street, NW, 3 rd 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 Office of Government Relations & Public Affairs (GRPA) is responsible for managing LSC's communications and relationship with Congress, the Executive Branch, the media, and the general public.

BASIC FUNCTION:

The intern will assist professional staff in Government Relations and/or Communications, including: responding to congressional inquiries; tracking legislation and monitoring Congressional activity; research and writing to prepare materials for congressional staff; drafting news releases, media alerts and other media materials; tracking electronic and print media; assisting in the development and updating of media lists and other databases; monitoring of social media; and other research projects.

REQUIREMENTS:

LSC is accepting applications from current undergraduate students. Ideal candidates can work independently, will have excellent research and writing skills and an interest in public service, government or congressional affairs, public affairs or communications. Should have a good understanding of social media and working knowledge of Microsoft Office projects (e.g., Word, Excel, PowerPoint)

APPLICATION PROCEDURE:

Electronic applications are strongly preferred.

Please submit a résumé, cover letter and writing sample to Carol Bergman, Director, Government Relations & Public Affairs at grpa-jobs@lsc.gov

Materials can be sent in PDF, MS Word format.

If necessary, print materials can be sent to:

Carol Bergman, Director

Government Relations & Public Affairs

Legal Services Corporation

3333 K Street, NW, Washington, DC 20007-3522

Fax: (202) 337-6386

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.