



Policy Department Internships 2008 ~ 2009

Application Deadlines: *applications accepted after deadline if positions still available.

Fall 2008: July 15, 2008
* still accepting applications for Fall 2008
Spring 2009: Nov. 29, 2008
Summer 2009: Jan. 17, 2009

The ACLU of Northern California (ACLU-NC) Policy Department focuses on three areas: (1) Death Penalty; (2) Police Practices; and (3) Racial Justice. Each area is headed by a policy director, focusing exclusively on that subject.

The Position:

Under the supervision and guidance of the Death Penalty Policy Director, the Police Practices Policy Director, and/or the Racial Justice Project Director, interns assist in projects that aim to improve criminal justice and education policy in Northern California.

The intern will have the opportunity to work on cutting-edge issues, conducting legal and policy research, and drafting legal and policy memoranda, reports, and other advocacy documents. The intern will have the opportunity to participate in staff meetings and may also participate in strategy meetings with coalition partners and assist in fact gathering for local and state advocacy efforts through Public Records Act requests, field interviews, and other strategies.

For each of the three primary subject areas, intern responsibilities include the following:

Death penalty:

The interns will assist with projects aimed at bringing community and media attention to flaws in the California death penalty system. Current projects focus on highlighting the prevalent issue of wrongful convictions in California and relevant legislation.

Police practices:

The interns will assist with projects to improve police accountability. The work will focus on a range of police related issues including civilian oversight of police with an emphasis on open records legislation, use of force policy, and intelligence gathering and surveillance practices.

Racial justice:

A key priority for the Racial Justice Project is eliminating racial disparities in the criminal justice system and addressing the collateral consequences of incarceration. The Project also focuses on educational equity in California public schools. Current topics include the "school-to-prison pipeline," felony re-enfranchisement, and disproportionate minority contact.

General Responsibilities:

- Conduct legal and policy research (Internet researching, consulting experts, etc.);
- Draft letters, memos, legal documents, and reports;
- Assist with communications with outside entities such as local government, law enforcement agencies, and community organizations;
- E-mail and phone correspondence; and
- Provide general administrative support.

Time and Pay/Credit:

During the school year, most students work for credit only. The fall and spring semester positions are part-time, unpaid internships (16-20 hours/week).

Summer positions are full-time (40 hours/week). Students are encouraged to seek independent funding through their schools if available for the summer. Work-study funding is available; grant matches are considered. If funding is not available, the ACLU-NC will provide a rate of \$12.00 per hour.

Several positions are available.

Qualifications:

- Currently enrolled in law school or public policy graduate student with good academic standing. (Advanced undergraduate positions also available.)
- Enthusiasm, creativity, and attention to detail.
- Strong research, writing, and oral communication skills.
- Computer skills, familiar with Microsoft Office programs (Word, Excel, Outlook)
- An interest in public interest/social justice issues and the commitment to work for civil rights and the ideals of the ACLU.

How to Apply:

Students should send one copy of their transcript, a cover letter, resume, writing sample and list of references to Romy Ganschow, ACLU of Northern California, 39 Drumm Street, San Francisco, CA 94111 or via e-mail, rganschow@aclunc.org . Please include in the cover letter your preference of subject area and related coursework, professional and/or academic experience.

The American Civil Liberties Union Foundation of Northern California is an affirmative action employer. All interested individuals, including people of color, women, persons with disabilities and persons who are lesbian, gay, bisexual, transgender or intersex are particularly urged to apply.
