

Disability Rights IOWA

Law Center for Protection and Advocacy™

PAID LEGAL INTERNSHIP

Company Name: Disability Rights Iowa (“DRI”) (www.disabilityrightsiowa.org)

Job Title: INTERN (SUMMER)

Location: 400 East Court Ave., Des Moines, Iowa 50309

Closing Date: March 1, 2019 (This position is open until filled, but applications submitted by 5:00 p.m. CT on March 1, 2019 will be considered for the first round)

Job Type: Part-Time (20 hours per week); summer 2019

Pay Range: \$10/hour. No benefits or paid leaves.

Agency Description: Disability Rights Iowa (DRI) is a well-established innovative, non-profit, legally-based organization dedicated to advancing the rights of Iowans with disabilities, including individuals with mental illness. DRI is the federally-mandated protection and advocacy agency for individuals with disabilities in Iowa. Disability Rights Iowa works to achieve fairness and justice for people with disabilities through quality legal representation, advocacy, investigations of abuse and neglect, peer/self-advocacy services, community partnerships, legislative and regulatory advocacy work, education and outreach. DRI’s legal work includes individual and impact litigation. For more information, go to www.disabilityrightsiowa.org.

Intern Job Description: Research legal issues; prepare legal memoranda; assist with systemic and public interest research and investigative projects; review and categorize documents for staff attorneys; assist staff attorneys in preparing cases for hearing; attend staff and team meetings; and perform other related duties as assigned.

Minimum Qualifications: (Applicants must meet each of the qualifications to be considered for an interview)

1. Law Student;
2. Strong and effective writing and verbal communication skills, including the ability to do so in a concise manner, even when doing so regarding complex issues;
3. Strong organizational and research skills;
4. Excellent interpersonal, relationship-building and collaboration skills to be able to work with others inside and outside of the organization
5. Ability to work independently with appropriate supervision.
6. Ability to use WORD and Microsoft Office

Desirable Qualifications:

1. Ability to conduct legal research;
2. Experience with or sensitivity to individuals with disabilities and/or mental illness;
3. Experience with or sensitivity to individuals from ethnic or language-distinct communities; and
4. Knowledge of laws, rights and services as they pertain to individuals with disabilities and/or mental illness.

Equal Opportunity Employer.

Disability Rights Iowa is an Equal Opportunities Employer. It is the policy of Disability Rights Iowa to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status.

E-mail cover letter, resume and writing sample to: Katie VandeVorde, Operations Manager, kvandevorde@driowa.org

No phone calls please.