



# D.C. LAW STUDENTS IN COURT PROGRAM, INC.

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## DEVELOPMENT ASSISTANT INTERNSHIP ANNOUNCEMENT

**About the organization:** D.C. Law Students In Court Program, Inc. (LSIC) is a nonprofit, public interest law firm that draws students from five national law schools (American, Catholic, Georgetown, George Washington and Howard universities) in Washington, D.C. Students are court-certified and represent indigent clients in civil and criminal cases in the Superior Court of the District of Columbia. D.C. Law Students in Court is one of the largest and oldest legal service providers in D.C. It is an equal opportunity employer. Information about LSIC is available at <http://www.dclawstudents.org/>.

**Development Assistant Internship Description:** The intern will be based in the D.C. office of LSIC. The Development Assistant Intern will assist the Director of Development with any of the following projects and activities:

- Researching donors (LSIC alumni, individuals) and updating our donor database.
- Finding lost alumni and entering information in the donor database.
- Assisting with special events
- Data analysis of giving rates and giving patterns over the years
- Working on the newsletter: gathering articles and information, inputting the information in Publisher, following up with people to write articles and with the design layout person.
- Organizing development office files.
- Grant, Corporation and firm research: researching grants and funding opportunities to apply for.
- Designing and creating development publicity materials.

There will also be the opportunity to observe Criminal and Civil Division hearings and trials at D.C. Superior Court.

**Internship Details:** Unpaid Internship. 10-15 hours/week. 3-4 month minimum commitment preferred. Preferred Start date: August or September 2010.

### Qualifications and Skills:

- Basic understanding of fundraising and development or an interest in learning about it.
- Intermediate or advanced experience in using Microsoft Word, Excel, Publisher, Internet Explorer. Comfortable learning new software applications.

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UW AGENCY CODE #8077



CFC AGENCY CODE #27895

The *Catalogue for Philanthropy: Greater Washington* calls  
D.C. Law Students In Court Program, Inc.  
“one of the best small non-profits in the Washington, D.C. region.”



- Comfortable making cold phone calls.
- Majors in: Political Science, English, Sociology, Communication.
- Candidates should have a strong work ethic and the ability to commit to working with the department for the term of the internship.
- Candidates should also have strong verbal and written communication skills, be highly organized and detail oriented, respect and maintain the confidentiality of donor information, and be able to work independently and on multiple projects under deadline.

**Application Instructions:**

Please submit the following documents to Flordelisa Pérez Dolan, Director of Development, at [fperezdolan@dclawstudents.org](mailto:fperezdolan@dclawstudents.org).

- Cover Letter
- Resume/Summary of relevant experience
- Three references (people who are not family members, at least one of whom has been responsible for evaluating your work). Please provide names, a brief description of your relationship to the person (e.g., your professor, your work supervisor, etc.), email addresses, and daytime phone number)