



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

AMERICAN UNIVERSITY • THE CATHOLIC UNIVERSITY OF AMERICA • THE GEORGE WASHINGTON UNIVERSITY
GEORGETOWN UNIVERSITY • HOWARD UNIVERSITY

EXECUTIVE DIRECTOR
RICHARD C. GOEMANN

STAFF ATTORNEYS
MOSES A. COOK
JOANNA C. DAY
JENIFER E. FOSTER
DORENE M. HANEY
GEOFFREY O. HARRIS
JAMES S. MANLOWE
NATHAN A. NEAL

OPERATIONS 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/>.

Operations Assistant Internship Description: The intern will be based in the DC office of LSIC. The Operations Assistant Intern will assist the Administrative Director with any of the following projects and activities:

- Revamping/Updating our website
- Legal Electronic File Archival Project for compliance with Document Retention Policy
- Filing: Organization of Vendor and Monthly Accounting records for annual audit
- Vendor analysis and cost optimization: Compile information into a readily accessible format for comparison. Create RFQs to seek out more cost-effective vendors.
- Accounting manual: under direction of Administrative Director, write an accounting manual that reflects accounting policies and best practices.

Internship Details: Unpaid Internship. 10-15 hours/week. Two-three month minimum commitment preferred. Internships available in summer, fall and spring. Preferred Start dates: May/June (summer); August/September (fall 2008); January (spring 2009).

Qualifications and Skills:

- Basic understanding of office operations in a legal office and/or an interest in learning about it.
- Experience with HTML formatting and input.
- Familiarity using databases and high comfort level with numbers and technology.
- Intermediate or advanced experience in using Excel
- Comfortable learning new software applications.
- Majors in: Business, Finance, 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 financial information, and be able to work independently and on multiple projects under deadline.

616 H STREET, NW
SUITE 500
WASHINGTON, DC 20001

PHONE (202) 638-4798
FAX (202) 638-0304

WWW.DCLAWSTUDENTS.ORG



AGENCY CODE #8077



AGENCY CODE #27895

Application Instructions:

Please submit the following documents to J. Wing C. Li, Administrative Director, at wli@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).



“Recognized as one of the best small non-profits in the Washington, D.C. region,”
Catalogue for Philanthropy: Greater Washington