

## INTERNATIONAL RULE OF LAW SUMMER INTERNSHIPS IN WASHINGTON, DC

This document describes some of the Washington, DC “public interest” organizations that work in the international rule of law, human rights or related international development fields (IROL) and, to varying degrees, offer summer internships. Its purpose is to introduce Iowa College of Law students to the IROL field and generate interest in applying for the “Jeff Borns IROL Award” (supporting summer internships, beginning 2022). While not an exhaustive list of IROL organizations in Washington, DC, it highlights the diverse organizations that work in this sector. Please go to an organization’s website (provided) for more extensive and up-to-date information. The range and extent of summer internship opportunities varies considerably: from a few organizations that have an established internship program (e.g., American Bar Association Rule of Law Initiative) to those that seek interns on a more *ad hoc* or as needed basis. If interested in an organization that does not have an established program, you should consider sending an email expressing your interest in a summer internship.

## U.S. Agency for International Development (USAID) [www.usaid.gov](http://www.usaid.gov)

USAID is responsible for administering the United States Government's economic and humanitarian foreign assistance program. **The USAID Office of the General Counsel (GC), which provides legal advice and guidance for all of the agency's operations worldwide, has law internship positions in Washington D.C. for J.D. candidates who have completed at least one year of law school and for students seeking advanced degrees subsequent to receiving their J.D.**

Law interns work with attorneys in one or more of the following ten divisions of GC: Acquisition and Assistance; Africa; Asia/Afghanistan and Pakistan; Democracy, Conflict and Humanitarian Assistance/Food Security; Ethics and Administration; Europe and Eurasia/Latin America and the Caribbean/Middle East; Global Development Lab/Economic Growth, Education and Environment; Global Health; Legislation and Policy; and Litigation and Enforcement. The work normally assigned to a law intern in most of the office divisions consists primarily of conducting legal research, writing memoranda, and drafting and reviewing legal documents. Law interns are regularly included in the bi-weekly meetings of the entire legal staff, during which current issues relating to USAID in general, and to specific foreign assistance programs in particular, are presented and discussed.

The normal internship period is three to four months and corresponds roughly to the fall, spring or summer semester of the standard academic year. **During the summer, a law intern should be able to work full-time (40 hours per week) for a minimum of 10 weeks.** During the fall or spring, a law intern should be able to work at least 15 hours per week for a minimum of 10 weeks. Specific work hours can be determined between law interns and the particular division(s) to which they are assigned. USAID cannot offer compensation for internship work, but many interns arrange with their law schools for credit and/or financial assistance.

Interested applicants should send a resume and cover letter (maximum of one page each) addressed to the General Counsel at [gcinternprogram@usaid.gov](mailto:gcinternprogram@usaid.gov). Applicants are encouraged to indicate which of the GC division(s) listed above or legal areas they are interested in and the dates when they would be available in their cover letter. In order to be considered for a law internship, applicants must be United States citizens and be able to obtain a security clearance. Please note that **the security clearance process can take as long as three months to complete.** **The deadline to submit applications is January 15 for the summer (May-August);** June 1 for the fall semester (August-December); and October 1 for the spring semester (January-May). Internship offers may be extended to qualified applicants on a rolling basis prior to each deadline, and applications received after these dates may still be considered. For any questions or additional information, please contact [gcinternprogram@usaid.gov](mailto:gcinternprogram@usaid.gov).

### **Other USAID Unpaid Internship Opportunities**

USAID also sponsors unpaid internships for college and graduate students, depending on the needs of our geographic bureaus and technical offices. To qualify for an unpaid internship, you must: be a U.S. citizen; be currently enrolled in a college or university; have a minimum grade point average of 3.0; and meet other qualifications as stated in the application. Student intern vacancies are advertised as they become available. Vacancies in March 2021: Center for Faith and Opportunity Initiatives; Bureau for Africa; and Bureau for Legislative and Public Affairs.

## The American Bar Association Rule of Law Initiative (ABA ROLI)

[https://www.americanbar.org/advocacy/rule\\_of\\_law/opportunities/internships/](https://www.americanbar.org/advocacy/rule_of_law/opportunities/internships/)

ABA ROLI is pleased to consider applications for its Internship/Fellowship Program. ABA ROLI serves as the international development wing of the American Bar Association and seeks to promote justice, economic opportunity, and human dignity through the rule of law. ABA ROLI seeks interns and fellows to assist headquarters staff with a wide variety of the day-to-day support functions that are pertinent to the operations of an international NGO. Internships and fellowships are available to undergraduate, graduate, and law students depending on current staffing needs. Dates and daily schedules may be flexible in response to departmental needs, and correspond roughly to academic terms for spring, summer, and fall semesters. Applications are accepted on a rolling basis and only candidates selected for interviews will be contacted.

Interns and fellows for ABA ROLI will work with staff of their assigned division to gain an understanding of international development programs and international rule of law issues. In general, ABA ROLI offers International Development and Legal internships/fellowships, which differ somewhat in their expected responsibilities and desired applicant profiles. International Development openings will support various aspects of program implementation for DC-based regional and support teams, while Legal openings will be more heavily research-based and tailored toward graduate and law students.

**Although these are unpaid positions, interns at ABA ROLI are eligible for a wide variety of perks and learning opportunities including: Transportation reimbursement up to \$15.00/day; Field trips to D.C. legal destinations such as the U.S. Department of State, U.S. Supreme Court and Library of Congress; Brown-bag lunches with ABA ROLI staff and guest speakers'**

While the hiring needs of each individual opening may differ, ABA ROLI generally requires the following qualifications for all internships/fellowships:

Student or recent graduate seeking an undergraduate or graduate degree in international relations, political science, international development, or a related field OR current JD/LL.M students or recent graduates; Strong commitment to public interest law and/or international development, as evidenced by relevant experience and coursework; excellent research, writing, and analytical skills; proficiency with MS Office; international development experience highly desirable but not required; and knowledge of foreign languages is a plus.

## Freedom House [www.freedomhouse.org](http://www.freedomhouse.org)

Freedom House is founded on the core conviction that freedom flourishes in democratic nations where governments are accountable to their people.; the rule of law prevails; and freedoms of expression, association, and belief, as well as respect for the rights of women, minorities and historically marginalized groups, are guaranteed. We speak out against the main threats to democracy and empower citizens to exercise their fundamental rights through a unique combination of analysis, advocacy, and direct support to frontline defenders of freedom, especially those working in closed authoritarian societies

Freedom House offers internship opportunities for undergraduate and graduate students who are currently enrolled in a program of study. We are seeking students with diverse backgrounds who want to learn about international development focused on democracy and governance. Freedom House provides young leaders with an opportunity to better understand how the organization's programs are designed, implemented, and evaluated.

**A Freedom House internship is 12-weeks long and offers a variety of professional and educational benefits.**

Participants in Freedom House's internship program: Gain substantive professional experience and critical skills for work in the non-profit sector; access free in-house training programs for both job-related and lifelong skills to

enhance career opportunities; receive personal and professional development opportunities including meeting with Freedom House senior leadership and building future career networks; attend company sponsored workshops, lectures, and in-house events including brown bag meetings with the President and other interns from various programs in an effort to make an internship with Freedom House a cohort experience.

**Freedom House internships are unpaid; however, interns will receive monthly stipends to assist with travel and food related expenses. Stipends will be paid three times over the course of the 12-week internship program.**

**Undergraduate or graduate students may serve as Freedom House interns as long as they are fulfilling an academic requirement or receiving academic credit.** All Freedom House internship opportunities are listed on the career opportunities page of our web site and on other internet job boards. Please regularly visit [www.freedomhouse.org](http://www.freedomhouse.org) to view the open internship positions we have available at any given time and to apply online. Note: You must still apply online at [www.freedomhouse.org](http://www.freedomhouse.org), even when a job is posted on an external job board.

## The International Foundation for Electoral Systems (IFES) [www.ifes.org](http://www.ifes.org)

Together we build democracies that deliver for all. Our independent expertise strengthens electoral institutions/systems and builds local capacity to deliver sustainable solutions. As the global leader in democracy promotion, we advance good governance and democratic rights by providing technical assistance; empowering the underrepresented to participate in the political process; and applying field-based research to improve the electoral cycle. We believe that trusted electoral institutions deliver credible elections, effective governing institutions are accountable to the people they serve, all people safely participate in civic and political life on an equal basis and technology, information and data positively serve elections and democracy.

### **Legal Intern** (Summer 2021)

**Position Description: The Legal Intern will support the IFES legal research portfolio through substantive legal research, writing and limited project management.** This will include IFES' research on electoral justice, anti-corruption, the abuse of state resources, and electoral legal frameworks. Provide legal research, writing, and editing support including research assistance for specialists/expert writers. Conduct comparative research and draft text on specific aspects of anti-corruption (e.g. public procurement, asset disclosure, law enforcement), electoral justice, election dispute resolution, and other research topics. Assist with collecting and analyzing comparative electoral jurisprudence; maintain research project files and records; and perform other duties as assigned.

**Qualifications:** currently pursuing a law degree; bachelor's Degree in political science, international affairs, or relevant area; extensive research and writing experience; familiar with the Bluebook citation system; experience in the area of elections and political processes is a plus; and Foreign language skills a plus.

**Successful candidate will be able to demonstrate the following attributes:** Self-motivated; detailed oriented and organized; ability to prioritize and meet deadlines; strong communicator, both verbally and in writing; and collaborative, team oriented individual.

**Applying:** Please apply with your resume, cover letter, and a writing sample.

## U.S. Department of State [www.state.gov](http://www.state.gov)

The State Department Student Internship Program is an unpaid internship program that provides students with substantive learning experiences in a foreign affairs environment, specifically at U.S. embassies and consulates throughout the world, at various Department bureaus located in Washington, D.C., or at Department offices around the United States. (The State Department has other unpaid and paid internships described on its website.)

### **6-STEP APPLICATION & SELECTION PROCESS**

#### **STEP 1: CONFIRM YOUR ELIGIBILITY TO APPLY**

To be eligible to apply for a Student Internship opportunity, you must be:

- A U.S. citizen
- An Undergraduate (juniors and seniors) or Graduate student
- A college student (with a minimum 3.0 GPA) with at least 60 credit hours or 90 quarter hours
- Able to receive either a public trust, Secret or Top Secret clearance

#### **STEP 2: DETERMINE WHICH OFFICE IS RIGHT FOR YOU**

The “Which Office is Right for you?” tool can help you determine which of our offices and bureaus is the best fit for your academic major. Our offices and bureaus require a broad range of skills and academic backgrounds, so we do not limit our selections of internship candidates to the majors indicated for each office or bureau.

#### **STEP 3: REGISTER FOR “KEEP ME INFORMED”**

If you would like to receive notifications when internship opportunities are announced, we encourage you to sign up for email updates.

#### **STEP 4: SUBMIT YOUR APPLICATION**

Applications and all required documentation must be submitted through the application on USAJOBS by 11:59 p.m. ET on the application close date. We encourage you to submit your application as early as possible. If there are any missing materials or if the application is submitted after the deadline, you will be disqualified from consideration.

#### **STEP 5: INTERVIEW**

If you meet the minimal qualifications listed in the internship opportunity, a hiring manager may contact you to schedule an interview. That’s why it’s important for you to make sure your contact information (both telephone and email) on your application is accurate.

#### **STEP 6: RECEIVE A SECURITY CLEARANCE**

Before your internship can begin, you must receive either a Public Trust, Secret or Top Secret clearance; therefore, you should not make any firm travel or housing arrangements until you are notified that you have successfully received a security clearance.

Keep in mind **that this process may take several months**, as it requires you to complete the following:

- Electronic security questionnaire
- Fingerprint cards
- In-person interview with an investigator

**The World Justice Project (WJP)** is an independent, multidisciplinary organization working to create knowledge, build awareness, and stimulate action to advance the rule of law worldwide. Best known for its “Rule of Law Index,” WJP’s mutually-reinforcing lines of work include original research and data, an active and global network, and practical, locally led programs. [www.worldjusticeproject.org](http://www.worldjusticeproject.org)

**The International Republican Institute (IRI)** is a nonprofit, nonpartisan organization committed to advancing democracy and freedom. We link people with their governments, guide politicians to be responsive to citizens, and motivate people to engage in the political process. We help to strengthen democracy through workshops by volunteer experts from all over the world on multi-party-political systems, democratic governance practices, women's empowerment, civil society development, youth leadership, strengthening electoral processes and public opinion research. [www.iri.org](http://www.iri.org)

**The National Democratic Institute (NDI)** is a nonprofit, nonpartisan organization working to support and strengthen democratic institutions worldwide through citizen participation, openness and accountability in government. Partners receive broad exposure to best practices in international democratic development that can be adapted to the needs of their own countries. NDI’s multinational approach reinforces the message that while there is no single democratic model, certain core principles are shared by all democracies. [www.ndi.org](http://www.ndi.org)

**Human Rights First** is an independent advocacy and action organization that challenges America to live up to its ideals. We believe American leadership is essential in the global struggle for human rights, so we press the U.S. government and private companies to respect human rights and the rule of law. When they fail, we step in to demand reform, accountability and justice. We create the political environment and policy solutions necessary to ensure consistent respect for human rights. Whether we are protecting refugees, combating torture, or defending persecuted minorities, we focus not on making a point, but on making a difference. [www.humanrightsfirst.org](http://www.humanrightsfirst.org)

**IREX** works with partners in more than 100 countries in four areas essential to progress: empowering youth, cultivating leaders, strengthening institutions, and extending access to quality education and information. Our work includes reducing corruption, stopping disinformation, and building social trust. Internships: We strive to provide our interns with substantive assignments to enhance their professional development. While we do not have a regular internship program, IREX periodically advertises internship opportunities with our current openings. [www.irex.org](http://www.irex.org)

**The International Center for Not-for-Profit Law (ICNL)** works to build an enabling legal environment for civil society, philanthropy, and public participation around the world. We share a vision of a safe, legal environment in which all people are free to join together and improve their lives. We work with partners from civil society, government, and the international community developing long-term relationships to advance reforms. As the only global organization focused on the laws affecting civil society, philanthropy, and public participation, we provide unique expertise. Occasionally, we offer fellowships and internships at ICNL. [www.icnl.org](http://www.icnl.org)

**The Solidarity Center** is the largest U.S.-based international worker rights organization helping workers attain safe and healthy workplaces, family-supporting wages, dignity on the job, widespread democracy and greater equity at work and in their community. Allied with the AFL-CIO, the Solidarity Center acts on the fundamental principle that working people can, by exercising their right to freedom of association and forming trade unions and democratic worker rights organizations, collectively improve their jobs and workplaces, call on their governments to uphold laws and protect human rights, and be a force for democracy, social justice and inclusive economic development. The Solidarity Center offers students and recent university graduates full-time summer internships in Washington, DC and abroad, and part-time Fall and Spring Semester internships in Washington, DC. [www.solidaritycenter.org](http://www.solidaritycenter.org)

**Center for International Private Investment (CIPE)** seeks to strengthen democracy around the globe through private enterprise and market-oriented reform. Working with local partners that include business associations, chambers of commerce, think tanks, universities and advocacy organizations, CIPE is helping create the enabling environment for business to thrive. This can only happen when the core institutions of democracy are strong and transparent. [www.cipe.org](http://www.cipe.org)

**Lawyers Without Borders (LWOB)** works to build capacity and integrity in the world's justice sector by engaging with lawyers and judges dedicated to pro bono service and integrating them into initiatives that directly or indirectly serve the underserved, protect the disadvantaged, and promote human rights. Methodologies include trial advocacy training, access to justice and capacity-building initiatives, trial observations, legislative gap analyses, community outreach and technical cooperation. Unpaid internships: conduct legal and non-legal research and writing on topics such as human trafficking, child labor, forced labor, wildlife crime, counterterrorism, and election law; create and edit educational materials; input and analyze data; and assist with program logistics. [www.lawyerswithoutborders.org](http://www.lawyerswithoutborders.org)