



DEATH PENALTY REPRESENTATION PROJECT

FULL or PART-TIME INTERNSHIP

For Who: One undergraduate student for Spring 2008 semester, 15-20 hours per week (full time if interested). This is an unpaid position. Previous experience with or knowledge of the death penalty is not required.

To Apply: Send cover letter, resume, short writing sample, and 3 references to: Michele Meitl, Staff Attorney, at meitlm@staff.abanet.org, or the following address: 740 15th Street, NW, 7th Floor, Washington, DC 20005

Deadline: Applications accepted on a rolling basis until position is filled.

What we do: The ABA created the Project in 1986 with the goal of better informing the bar and the public about the lack of representation available to death row inmates, and addressing this urgent need by recruiting competent, volunteer attorneys and offering training and assistance.

DUTIES:

- **Recruitment:** The Project's most important duty is to find representation for unrepresented death-row inmates. This requires an extensive nationwide firm-recruiting process. One major task the undergraduate intern will be involved in is researching and contacting firms from various states, creating and updating computer databases with their information, and sending out invitations to these firms for the Project's recruitment meetings. The intern will also track potential recruits.
- **Inmate letters:** The Project receives hundreds of letters from inmates requesting assistance. Using materials provided, the undergraduate intern will be asked to research the inmate's case and respond with the results.
- **Website:** The Project maintains a website that contains resources for attorneys representing capital defendants. Undergraduate interns are responsible for keeping the site records updated and posting new items.
- **Editing:** The Project maintains thousands of resource materials from both national and international sources. The undergraduate intern will be asked to edit and format these documents and keep detailed accounts of all files.
- **Administrative:** The Project is staffed by only three people, and everyone is involved in the day-to-day office management. Undergraduate interns are expected to take a leadership role in the organization and maintenance of all data, records and files.

**Don't hesitate to call our office at (202) 662-1738 with any questions!
Visit our website at www.abanet.org/deathpenalty**