



1608 Rhode Island Avenue, NW
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Washington, DC 20036

INTERNSHIP OPPORTUNITY
Received - 1/10/08

The National Asian Pacific American Bar Association (NAPABA)

Announcement: UCDC Internship with a Lawyer Organization

The Internship

Tired of internship opportunities where all you do are data entry, filing and making photocopies? The National Asian Pacific American Bar Association (NAPABA) is now offering an internship opportunity for a college student interested in the unique Washington DC political and legal experience. This learning opportunity will integrate you into working on important program and policy issues, and also provide you with insight on how a non-profit organization works. Do you want to know more about the law or lawyers or do you think you might be interested in a career as a lawyer? A NAPABA internship will help you answer these questions. Are you interested in the intersection between law and policy? NAPABA is the place to be.

About NAPABA

NAPABA is the national association of Asian Pacific American (APA) judges, law professors, law students, and lawyers. Since its inception in 1988, NAPABA has been at the forefront of national and local activities in protecting civil rights, combating anti-immigrant backlash and hate crimes, increasing the diversity of the federal and state judiciaries, and promoting professional development. NAPABA also serves as a resource for federal, state, and local agencies, members of Congress and staff, and public service organizations on the APA legal profession, civil rights, and diversity in the courts and the profession. It is a not-for-profit, non-partisan, professional organization. For more information about NAPABA, programs and activities, visit our website at www.napaba.org.

This exciting opportunity to gain experience in NAPABA's national office requires motivated individuals who will work closely with the Executive Director and Policy Director on policy and legal projects. The Executive Director is a graduate of the University of California system. Our AmeriCorp VISTA volunteer is a 2007 UC Davis graduate.

Internship Requirements

Internship applicants must be detail-oriented, maintain a high standard of work in a fast-paced environment, be able to multi-task, and be eager to learn.

The ideal candidate will have demonstrated commitment to APA community issues and civil rights. Prior internship experience in public service organizations or government is a plus, but not necessary.

Internship Responsibilities

NAPABA is a growing organization and thus has many opportunities for an intern, regardless whether her/his interest is in policy, program or management/administrative. S/he will be providing administrative and research support for the Executive Director, Policy Director, and/or Administrator. We can tailor the project largely to the intern's interests and background but they may include some of the following:

- Assist the Policy Director in her efforts to expand NAPABA's relation with Congress and the Executive Branch;
- Advocacy – last summer our interns worked with other staff and advocacy organizations on immigration reform;
- Assist our AmeriCorp VISTA volunteer and other staff in our effort to increase access to judicial proceedings for APAs with limited English proficiency. (For more information on the language Access project, see <http://www.napaba.org/uploads/napaba/IncreasingAccessMay07.pdf>)
- Update NAPABA membership and affiliates database;
- Assist with logistics for the NAPABA Annual Convention;
- Attend meetings and briefings with APA community organizations;
- Assist other staff in our effort to support our various Committees on voting rights, civil rights, hate crimes, and immigration issue, among others;
- Help draft a Personnel Handbook for the organization;
- Help revamp and maintain the organization's website;
- Assist with press releases and modifying the press contact list;
- Assist with other policy, press, research, and legal projects as needed.

Duties will be assigned based on qualifications and experience. Applications will be accepted on a rolling basis to accommodate different quarter/semester schedules.

Supervision

The intern will be supervised jointly by the Executive Director, an experienced lawyer and manager, and the organization's Policy Director.

Deadline and Other Requirements

When filled. For more information, contact either the Policy Director, Aleli Samson, or the Administrative Assistant, Ivy Ding, at 202/775-9555. To apply, send cover letter and resume to:

NAPABA
1612 K Street, NW
Suite 1400
Washington, DC 20006

To apply via e-mail, please send to assistant@napaba.org, noting you are applying for the “UCDC internship”. NAPABA is located in downtown Washington, DC approximately four blocks from The White House. It is easy walking directly to the UCDC living facilities and headquarters.