



Public Justice Foundation Development Interns, Summer 2012 – Washington, DC

The Public Justice Foundation is a national non-profit organization founded in 1982 to support the public interest work of Public Justice, a national public interest law firm.

Through creative litigation, public education, and innovative work with the broader public interest community, Public Justice and the Public Justice Foundation protect people and the environment, hold accountable those who abuse power, challenge governmental corporate and individual wrongdoing, increase access to the courts, combat threats to our judicial system, and inspire lawyers and others to serve the public interest.

The Public Justice Foundation's internship program is designed to provide important services for the Development Department, while training future fundraisers in the procedures and protocols for recruiting and maintaining donors and members, planning events for both current and potential members, and engaging in community outreach. Interns should be able to work a minimum of 15-20 hours a week, for a ten week term. Expected start date is June 4, 2012.

Basic Responsibilities:

Events and Outreach Intern

- Assist in the planning and organization of special events, including the annual Summer Convention and the Fall Board meeting.
- Maintain Outreach events lists, and obtain and mail materials
- Work with State Coordinators regarding progress reports and potential speaking engagements
- Support the Law Student Membership Campaign

Membership and Foundation Intern

- Answer information requests from prospective/potential members via phone or through mailings
- Assist with data input and other tasks in DonorPerfect database
- Assist in the creation and execution of fundraising campaigns
- Research of prospective major donors
- Research on Foundations and funding opportunities

Qualifications:

The ideal candidate(s) will have strong research, writing and computer skills. S/he will also be well organized and willing to learn. The intern(s) must be able to work both independently and with a team, and be flexible enough to adapt to rapidly changing situations. Familiarity with office procedures is helpful. Prior study and/or interest in social justice and the non-profit arena are beneficial, but not required. Each interviewee will be asked to provide two academic and/or

professional references, and documentation asserting that his/her department of study will award class credit for the internship.

Compensation:

Academic credit

\$300 monthly stipend

How to apply:

Events & Outreach candidates, please submit your cover letter, resume, and a 1-2 page writing sample to: eventsintern@publicjustice.net.

Membership & Foundation candidates, please submit your cover letter, resume, and a 1-2 page writing sample to: membershipintern@publicjustice.net.

All candidates should be sure to put your full name (last name, first) and choice of internship in the subject line. The deadline for applications is March 17, 2012.

You may also mail materials to:

Public Justice Foundation

Development Internships

1825 K Street, NW

Suite 200

Washington, DC 20006

No phone calls or faxes please.

The Public Justice Foundation is an equal opportunity employer and welcomes all applicants regardless of race, gender, national origin, sexual orientation, age, or disability.

To learn more about Public Justice and the Public Justice Foundation, please visit our website at www.publicjustice.net.