

SUMMER 2013 PSJD PROJECT ASSISTANTS

Application Deadline: 04/15/2013

NALP (NATIONAL ASSOCIATION FOR LAW PLACEMENT)

<http://www.psjd.org>

Job Type: INTERNSHIP - Paid

Schedule Type: Part Time (*Temporary, part-time positions*)

Practice Areas: Nonprofit Management/Administration

Job Description

NALP seeks summer project assistants to update and manage database content on its PSJD website. This is an ideal opportunity for law or graduate students who desire to supplement their income while interning or clerking in Washington, DC this summer.

PSJD is an online public interest/public sector job database for law students and lawyers seeking internships, fellowships, or permanent positions. The site contains profiles of over 12,000 employer organizations and over 1,000 job listings, offering the most extensive listing of legal and law-related public service opportunities available anywhere. We are seeking students with an interest in public interest law to assist us with data update and maintenance projects. Hours are flexible and can be arranged around an internship or other activity.

Program Assistants will report directly to the PSJD Fellow, Ashley Matthews. Work must be performed in our offices; telecommuting is not possible.

Since 2003, NALP has housed and administered PSJD. Founded in 1971 as the National Association for Law Placement, NALP is a nonprofit educational association of law schools and legal employers. NALP is dedicated to facilitating legal career counseling and planning, recruitment and retention, and the professional development of law students and lawyers.

Responsibilities:

1. Post, edit and delete job postings to our job database;
2. Perform Internet searches and make phone calls to verify and update information currently in the PSJD database;
3. Perform other tasks as assigned.

This at-will opportunity requires a minimum commitment of 8 weeks, to begin around late May and conclude around early August.

Qualifications

1. Current law/graduate students;
2. Excellent writing, spelling, grammar, and editing skills;
3. Familiarity with legal public interest/public service organizations strongly preferred;
4. High level of attention to detail and accuracy;
5. Excellent telephone/email communication skills and comfort with telephone outreach;
6. Full proficiency with office technology;
7. Ability to carry out delegated assignments and maintain friendly working relationships with colleagues.

Salary

Hourly rate is \$13 per hour. A minimum of 8-10 hours per week will be required during office hours (Monday through Friday, 9am-5pm). No benefits accompany this position.

Application Instructions:

Applicants should submit a resume and cover letter by mail or email to Ashley Matthews at amatthews@nalp.org. Please use the subject line "**Summer 2013 PSJD Project Assistant**".

The application deadline is April 16, 2013, and selected candidates will be expected to begin by late May. Worksite location is the NALP office in Washington, DC.

Contact Information:

Ashley Matthews, PSJD Fellow

Fax: 202-835-1112

amatthews@nalp.org

Re: Summer 2013 PSJD Project Assistants

1220 19 Street NW, Suite 401

Washington, DC 20036

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