



The Office of the General Counsel: Law Clerk

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Internship Location	1255 23 rd Street NW, Suite 450, Washington, DC 20037
Position Grade	4 ; background check includes Criminal Background and Social Security Number Verification
Focus of the Internship	The Law Clerk program in the Office of the General Counsel (OGC) will provide law students with a superior educational experience and valuable exposure to the practical side of practicing law in an in-house environment for a large non-profit organization.
Learning Opportunities	<ul style="list-style-type: none"> • Gain valuable exposure to the practical side of practicing law in an in-house environment • Have the opportunity to use skills to address real-world issues facing a large non-profit organization • Learn about and engage with a wide variety of legal subject areas (e.g., contracts, property, employment law, litigation, trusts & estates, intellectual property) • Refine legal research and writing skills • Strengthen effective communication and critical thinking skills • Develop organizational and time management skills such as how to prioritize assignments and multi-task • Opportunities to interact with senior attorneys, executives, and other program and administrative staff within the organization • Learn about the organization's positions, campaigns, programs, and mission • Attend continuing legal education courses and other legal seminars live or via webinar
Orientation/Training	Law Clerks will have an orientation upon arrival, receive an intern handbook covering HSUS policies, materials regarding OGC-specific practices, and on-the-job and professional development training.
Intern Responsibilities	<ul style="list-style-type: none"> • Work closely with the attorneys in OGC • Provide legal research support for OGC attorneys across a wide variety of legal subject areas • Assist OGC attorneys in drafting and/or reviewing contracts, letters, conservation easements, or other transactional documents • Assist OGC attorneys with ongoing business litigation, including collecting and/or reviewing discovery documents, assessing litigation strategy, coordinating with outside counsel, and/or preparing materials for trial • Participate in regular (at least bi-weekly) status meetings of the OGC attorneys • Participate in meetings with internal clients, outside counsel, and, depending on scheduling, affiliate Board Meetings
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; the work occurs in an office setting

	<ul style="list-style-type: none"> • Mental difficulty is level 4; requires researching and synthesizing information, reading and understanding complex material, and learning new subject areas • Emotional difficulty is level 3; may be involved in reviewing media that contains depictions of animal cruelty
Expected Environmental Conditions	Law Clerks will report to HSUS' Washington, DC office on 23 rd Street, a pet-friendly office environment. If walking to and from the metro to the office, walking shoes are necessary, as sidewalk may be uneven. Appropriate dress for all weather conditions.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Must have a strong interest in non-profit operations, transactional work, litigation, and legal research. Interest in or experience with animal protection and/or habitat conservation issues are a plus. • Superior oral communication skills, as well as exceptional legal research, writing and critical thinking skills • Attention to detail and a commitment to accuracy • Able to take initiative and manage multiple projects and priorities on tight time frames while demonstrating a strong work ethic • Demonstrate flexibility and an eagerness to learn and take initiative on a variety of projects • Proficiency in Microsoft Office suite (Outlook, Word, and Excel) and the Westlaw legal research database, and strong familiarity with the Internet and online research tools. Experience with document review platforms (e.g., Relativity) is a plus. • Able to use discretion, keeping in mind the confidential nature of some aspects of the work • Strong interpersonal skills with a sense of humor • Able to maintain professionalism in attitude and appearance • Possess problem-solving capability and ability to think creatively, in a solution-oriented way • Able to work well independently and use good judgment • Previous experience in an in-house environment is a plus
Restrictions	<ul style="list-style-type: none"> • Must be at least a rising 2L law student working toward a Juris Doctor degree at a U.S. law school • Must be able to learn and follow guidelines and policies of The HSUS and OGC, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned
Internship Start Date	Ongoing
Internship Time Commitment	Fall, winter and spring sessions: Minimum 10 hours per week for at least 10 weeks. Summer session: Priority consideration is given to those who can commit to 40 hours per week for at least 10 weeks.
Internship Scheduling Guidelines	Monday-Friday between the hours of 9:30 AM and 5:30 PM; exceptions may be made in particular cases
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the Internet
Optional Tools/Equipment	n/a

Supervisor(s)	Assistant General Counsel
Additional Mentor(s)	Other attorneys from OGC
Number of Concurrent Internship Openings	<p>Two (2) Law Clerk positions are available, as follows:</p> <ul style="list-style-type: none"> • One Law Clerk's principal (but not sole) focus will on legal projects for the Humane Society Wildlife Land Trust, HSUS' habitat protection affiliate. The remainder of the Law Clerk's time will be spent on legal projects for HSUS broadly. • One Law Clerk will spend the entirety of his or her time on legal projects for HSUS and its other affiliates.
Additional Information	This is an unpaid position. Course credit can be arranged, but Law Clerks are responsible for arranging credit through their respective law schools.
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