



Summer 2023 Macdonell/Gibson Internship

Reports to: Senior Communications and Engagement Coordinator

Internship Focus: Support the Equal Rights Center's (ERC) communications and civil rights testing programs, covering the areas of Fair Housing, Fair Employment, Language Access, and Accessibility Rights.

Ideal for: Undergraduate students interested in and passionate about civil rights!

Location: The internship does not include core job duties that require regular work in the ERC's office, so we welcome applications from applicants who are interested in remote work. However, candidate selection may be influenced by state-based business registration requirements.

The ERC follows Covid-19 related public health guidance. The ERC requires all staff members, including interns, to certify that they have been fully vaccinated against Covid-19. Exemptions to the vaccine requirement will be granted in accordance with applicable federal, state, and/or District laws.

Organizational Overview: The ERC is a civil rights organization that identifies and seeks to eliminate unlawful and unfair discrimination in housing, employment, and public accommodations in its home community of Greater Washington, D.C. and nationwide. The ERC's core strategy for identifying unlawful and unfair discrimination is civil rights testing, a technique used in civil rights investigations dating back to the 1960s. To learn more about civil rights testing, visit: www.equalrightscenter.org.

Internship Overview: The Macdonell/Gibson Internship was established in 2023 to honor two men who had tremendous impacts on the ERC, the Washington, D.C. region, and the civil rights movement as a whole: Reverend James Macdonell and James O. Gibson.

Rev. Macdonell was one of the original founders of the Fair Housing Council of Greater Washington in 1983. He served as Board President of the Fair Housing Council and then the ERC from 1983 to 2012 and was instrumental in the organization's growth and many successes during that time. Besides his work with the ERC, and among his many accomplishments, Jim was minister at Saint Mark Presbyterian Church in Rockville, MD, for 38 years, participated in the 1963 March on Washington and the 1965 Selma voting rights march, and was active in peace-making efforts in Northern Ireland.

Jim Gibson also served for many years on the ERC's Board of Directors. He generously contributed his remarkable knowledge and experience to the Fair Employment Council and then the ERC. Jim shared ERC resources with the community and meaningfully connected with other supporters. He had a distinguished career in D.C. government and the non-profit world, including service as president of the Meyer Foundation, director of the Rockefeller Foundation's equal opportunity program, and senior associate at the Urban Institute.

In the spirit of honoring Rev. Macdonell and Mr. Gibson, the ERC's 2023 Macdonell/Gibson Intern will participate in the ERC's efforts to identify and combat discrimination in the greater Washington, D.C.

region and across the United States. This person will provide administrative, research, and testing support to the civil rights testing team, as well as work with the communications team to amplify the reach and influence of this important work.

Core Responsibilities:

- Support the ERC’s language access testing program¹ by:
 - Providing research on relevant civil rights laws nationwide;
 - Identifying stakeholders in jurisdictions with language access protections;
 - Identifying stakeholders fighting for language access protections in jurisdictions that do not yet have them;
 - Conducting an environmental scan to identify any other organizations doing similar work; and,
 - Supporting the development of a suite of materials marketing the ERC’s language access testing program.
- Complete administrative tasks to assist in testing investigation preparation and test data analysis.
- Conduct background research and information gathering for civil rights investigations and reports.
- Complete data entry and record keeping obligations.
- Draft content for the ERC’s communications channels including the website, newsletters, and social media.
- Provide administrative support for webinars, trainings, and meetings.
- Assist with archival efforts related to Rev. Macdonell and Mr. Gibson’s work and legacies.
- Draft blog posts for publication on the ERC’s website, including at least one blog post reflecting on your experiences as the Macdonell/Gibson Intern and how it connects to the work of the internship’s namesakes.
- Other duties as assigned.

Experience & Education Required:

- Demonstrated interest in social justice, civil rights, and/or public interest law-related issues.
- Exceptional organizational and time management skills and attention to detail.
- Excellent research skills. Must be comfortable with conducting research online and contacting people directly via phone and/or email to gather information.
- Strong written and verbal communication skills.
- Ability to follow strict project protocols and detailed instructions and carefully handle sensitive confidential information.
- Sensitivity toward cultural, racial, ethnic, and socioeconomic diversity.
- Ability to work well independently and as part of a team.
- Openness and ability to learn new skills, accept constructive feedback, and ask for help and guidance when necessary.
- Experience and skill working with Microsoft and Google online applications.

¹ For an example of language access testing, see www.equalrightscenter.org/news-posts/navigating-a-pandemic/.

- Interest in the field of civil rights testing and civil rights laws including the Civil Rights Act, Americans with Disabilities Act, and/or Fair Housing Act.

Compensation, Benefits, and Schedule:

This is a paid part-time internship (approximately 10 hours/week, no more than 20 hours/week) from the beginning of June through the end of August, 2023. The 2023 Macdonell/Gibson intern will be compensated \$17/hour and will be provided paid sick leave in accordance with D.C. law. There is flexibility in determining intern schedules, but interns will need to have some availability during normal business hours (Mon-Fri 9-5 EST).

Application Instructions:

To apply, please send via email: (1) a cover letter describing your interest in our work and (2) your resume. Email all materials to internship@equalrightscenter.org, to the attention of Nick Adjami, Senior Communications and Engagement Coordinator. Subject line: "Macdonell/Gibson Internship application: [Your Name]". No phone calls please.

Application Deadline:

Due to the high volume of applicants, we may not be able to respond to everyone. Qualified candidates will be contacted for interviews on a rolling basis.

**The Equal Rights Center is proud to be an Equal Opportunity Employer.
The Equal Rights Center is a barrier, drug and smoke-free workplace.**