



## Spring 2019 Civil Rights Program Internship

**Supports:** Program team

**Internship Focus:** Support the ERC's Civil Rights programs (Fair Housing, Accessibility Rights & Strategic Initiatives).

**Ideal for:** Upperclassmen interested and passionate about Civil Rights, or with particular focus or past experience in housing, LGBTQ+ issues, disability and/or accessibility rights issues.

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### **Organizational Overview:**

The Equal Rights Center (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. When the ERC identifies discrimination, it seeks to eliminate it through the use of testing data to educate the public and business community, support policy advocacy, conduct compliance testing and training, and, if necessary, take enforcement action.

### **Internship Overview:**

The Civil Rights Programs Intern will be providing support mainly to our program team: Fair Housing, Accessibility Rights, and Strategic Initiatives. These programs are at the forefront of addressing housing, public accommodations, and retail discrimination. To address these barriers, they conduct education and outreach, individual and systemic investigations, and advocate on behalf of their members and others who have experienced discrimination. We are seeking an intern to assist these programs in achieving their goals and continuing our efforts.

The internship runs from Monday, January 14<sup>th</sup>, 2019 through Friday, May 10<sup>th</sup>, 2018. This is a paid internship and students will be paid in compliance to D.C.'s hourly minimum wage. Start and end dates are flexible but students are expected to be available for roughly 15-16 hours per week.

The internship is highly administrative but has some research component to it. Details on core responsibilities are below but these are not all-inclusive.

### **Core Responsibilities:**

- Assisting with civil rights testing responsibilities as requested;
- Conducting background research for reports and investigations;

- Assisting with data entry;
- Support webinar & trainings logistics;
- Help prepare for meetings;
- Take and edit photo;
- Other duties as assigned.

**Experience & Education Required:**

- Educational background AND interest in civil rights, social justice and advocacy issues.
- Currently pursuing a bachelor's or master's degree in any social science field (i.e. history, sociology, psychology, politics, etc.).
- Sensitivity toward cultural, racial, ethnic and socioeconomic diversity.
- Demonstrated passion or interest in our issues.
- Ability to work well independently as well as part of a team.
- Ability to work in a constantly changing environment.
- Ability to exercise flexibility, initiative, and good judgment.
- Exceptional written and verbal communication, and interpersonal skills.
- Good organizational, time management, and problem-solving skills.
- Ability to work accurately and meet deadlines with frequent interruptions.
- Integrity, respect, and discretion in handling confidential information.
- Detailed-oriented.
- Skilled in navigating the Internet for research purposes.
- Skilled in various Microsoft Office products.

**Experience & Education Preferred:**

- Prior experience working or interning for social advocacy groups particularly related to civil rights issues.
- Second language a plus.
- Prior experience conducting intakes or receiving calls from people experience discrimination.
- Prior experience or knowledge of civil rights testing.
- Prior knowledge of the ADA and/or FH Act.

For more information about the Equal Rights Center please visit [www.equalrightscenter.org](http://www.equalrightscenter.org).

**Application Instructions:**

To submit an application, please send via email: (1) a cover letter describing your interest in our work and (2) your resume.

All materials must be emailed to [internship@equalrightscenter.org](mailto:internship@equalrightscenter.org), to the attention of Diego Rivera, Operations Manager. Subject line: Civil Rights Internship application of (your name).

**Application Deadline: Open until filled.**

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, drugs and smoke free workplace.**