



Summer 2021 Civil Rights Program Internship

Reports to: Manager for Strategic Initiatives

Internship Focus: Support the Equal Rights Center's (ERC) civil rights testing program in the areas of Fair Housing, Fair Employment, and Language Access

Ideal for: Undergraduate students graduating in 2021, interested and passionate about civil rights, labor rights, fair housing, LGBTQ+ rights, disability accessibility rights, and/or public interest law.

Location: Flexible. All work can be completed remotely.

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: <https://equalrightscenter.org/become-a-tester/>

Internship Overview: The ERC Programs Intern will provide administrative support and research for the ERC's civil rights testing programs. These programs investigate employers, housing providers, businesses, and government agencies suspected of discrimination.

This work will provide interns an opportunity to learn core methodological concepts and techniques involved in civil rights testing investigations and related civil rights advocacy. Interns will participate in the ERC's efforts to identify and combat discrimination in partnership with civil rights organizations in the greater DC area and across the U.S.

This is a paid part-time internship (maximum 15 hours per week) that runs from the beginning of June through the end of August, 2021. Interns will earn \$15/hour. There is some flexibility in determining intern schedules, but interns will need to have some availability during normal business hours (Mon-Fri 9-5 EST).

Core Responsibilities:

- Complete administrative tasks to assist in testing investigation preparation and test data analysis.
- Data entry and record keeping.
- Conduct background research and information gathering for civil rights investigations and reports as required.
- Provide administrative support for webinars, trainings, and meetings.
- 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 & Education Preferred:

- Currently pursuing a bachelor's degree in any social science field (i.e. sociology, psychology, politics, etc.), preferably graduating in 2021.
- Spanish proficiency is a plus but not required.
- Experience and skill working with Microsoft and Google online applications.
- 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.

For more information about the Equal Rights Center please visit www.equalrightscenter.org. There is a chance for this internship to convert to a full-time, entry level testing assistant position after the internship period ends.

Application Instructions:

To apply, please send via email: (1) a cover letter describing your interest in our work and (2) your resume. In your cover letter, please let us know if your current job search also entails pursuing full-time employment in the Fall.

Email all materials to internship@equalrightscenter.org, to the attention of Elias Cohn, Manager for Strategic Initiatives. Subject line: "Civil Rights Internship application: [Your Name]". No phone calls please.

Application Deadline: April 15, 2021.

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.**