



## Summer 2020 internship opportunity

### About Us

Founded in 2003, the Transgender Legal Defense & Educational Fund (TLDEF) is committed to ending discrimination based on gender identity and expression and to achieving equality for transgender people through public education, test-case litigation, direct legal services, and public policy efforts. Along with its signature Name Change Project, which provides free legal name change services to community members through partnerships with some of nation's premier law firms, TLDEF's legal programs bring test-case litigation with wide impact in targeted areas of transgender equality, and provides non-litigation alternatives for ending transgender-related exclusions in healthcare coverage.

### Position Overview

This is an opportunity to play a role in our nation's movement for transgender rights. Summer legal interns will assist the Legal Director, Senior Staff Attorney, Staff Attorney and Name Change Project staff with legal research and writing, direct representation, policy advocacy, alternative dispute resolution, and client intake. Summer Legal interns can select a preference for impact litigation or health advocacy; however, the internship will comprise at least some of each. The summer internship is a ten-week, full-time position. The internship is based in the TLDEF office in New York City.

### Responsibilities

- Assisting in drafting of pleadings, memoranda of law, demand letters, negotiation materials, and health insurance appeals;
- Conducting client intake and meeting with clients;
- Researching legal questions and drafting memoranda for existing and potential cases;
- Researching and drafting policy advocacy documents;
- Researching and drafting materials for public education; and
- Compiling legal information and referral resources.

### Qualifications

- Enrolled in law school;
- Excellent research, writing, analytical and communication skills;
- Highest levels of initiative, creativity, and good judgment;
- Well-organized, self-directed, and able to complete multiple tasks in a timely and efficient manner;
- A commitment to actively working in alignment with other social, racial, and economic justice movements;
- Ability to organize and prioritize work;
- Ability to work independently with little supervision;
- Experience with or commitment to serving transgender, gender nonconforming, and nonbinary people; and,
- Proficiency in Microsoft Office.

### Compensation

Interns are encouraged to seek out and apply for grants from their school or other sources, and TLDEF will assist with requesting course credit where available. A stipend may be available for interns without external funding.

### To Apply

Submit a cover letter, resume, and under-ten-page writing sample to [careers@transgenderlegal.org](mailto:careers@transgenderlegal.org) with the subject line "Legal intern application." Incomplete applications will not be considered. Students are encouraged to submit applications as early as possible, as decisions are made on a rolling basis. No phone calls, please.

*TLDEF is an equal opportunity employer. People of color; lesbian, gay, bisexual, transgender, queer, and intersex people; women; and people with disabilities, including HIV, are all strongly encouraged to apply.*