

## Internships at the Council for Court Excellence

The Council for Court Excellence (CCE) internship program provides a unique opportunity for undergraduate and graduate students to improve justice for the DC community. Our internship offers hands-on experience to exceptional students interested in law, access to justice, and nonprofit policymaking, and is designed for students interested in research, analysis, and systemic change within the justice system.

CCE's internships provide the opportunity for students to:

- Strengthen their understanding of the justice system in Washington, DC;
- Participate in the reform of local and federal justice system policies and practices, including the jury system, civil case processing, administrative justice, criminal and juvenile justice, and other issues related to the welfare of children;
- Improve the general public's understanding of the civil, criminal, and juvenile justice systems through publications and educational programs;
- Assist in the development of local and federal legislation affecting the justice system; and
- Work with a dedicated staff and volunteer board of lawyers, business leaders, judges, and other civic members on key justice issues.

Founded in 1982, CCE is a nonprofit, nonpartisan civic organization that envisions a justice system in the District of Columbia that equitably serves its people and continues to be a model for creating stronger and more prosperous communities. CCE identifies and proposes solutions by collaborating with diverse stakeholders to conduct research, advance policy, educate the public, and increase civic engagement. CCE has a small staff that works with a large volunteer board of directors whose members come from the legal, business, judicial, and civic sectors.

### General Responsibilities

CCE interns are involved in research, analysis, writing, project management support, and community relations in program areas including, but not limited to:

- Primary and secondary research of local and federal justice system and associated agencies' practices;
- Creating public education guides which increase the general public's understanding of the civil, criminal, and juvenile justice systems through publications and educational programs;
- Development of local and federal legislation pertaining to the justice system;
- Providing support to the various project committees through attending meetings, researching project leads, etc.;
- Assisting with report release events and other special events as needed; and
- Attending board meetings with local and federal lawyers, judges, businesses, and civic members.

Please check other portions of CCE's website ([www.courtexcellence.org](http://www.courtexcellence.org)) for information about the range of current projects and initiatives.

### Eligibility and Qualifications

Undergraduate, graduate, and law students are eligible for CCE internships. Applicants should have a background in policy or legal research and an interest in one or more of the following areas: Public policy, law, courts (civil, criminal, and administrative), civic engagement, government, journalism, public relations, communications, nonprofit management, or resource development.

### Compensation and Duration

Internships are unpaid, though CCE covers public transportation costs. CCE cooperates fully with academic credit-granting programs. Students receiving academic credit should consult with their professors or advisors concerning evaluation forms or other requirements.

Internships are generally 12-16 week unpaid positions located in Washington, DC. We offer three internship sessions that align with the academic calendar: Spring (January – May), summer (June – August), and fall (September – December). Positions can be full time or part time (minimum of 15 hours per week), based on CCE’s needs and the intern’s availability. For best placement results, please apply before the closing deadline listed below for each semester.

### Application Procedure and Deadline

Prospective interns should email **one PDF document** containing all of the following: Cover letter indicating interest and availability (dates and number of hours per week), résumé, unofficial transcript, and brief writing sample on any topic (no more than three pages).

Applications will be reviewed on a rolling basis starting on the following dates:

- Summer: March 1
- Fall: July 31
- Spring: October 15

### Contact

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