

Internship Opportunities at the Council for Court Excellence

About CCE

The Council for Court Excellence (CCE) is a nonprofit, nonpartisan civic organization that works to improve the administration of justice in local and federal courts and related agencies in the Washington, DC, metropolitan area. CCE has a small staff which is governed by and works alongside a large Board of Directors whose members come from the legal, business, judicial, and civic sectors of the community.

The Internship

The CCE internship program provides a unique opportunity for exceptional undergraduate, graduate, and law students to contribute directly and tangibly to District-wide justice reform. Ideal candidates will be passionate about systemic change within the justice system, access to justice, and policymaking, and must have outstanding research, analysis, and writing skills.

General Responsibilities

Interns at the Council for Court Excellence will participate in hands-on justice reform efforts that directly impact the DC community. The bulk of an intern's work will be conducting legal and policy research, analysis, and writing; providing project support; and engaging in community relations. Specifically, interns can expect to:

- Conduct primary and secondary research into the DC justice system, including its local and federal elements and the policies, practices, and problems of its associated agencies;
- Draft legislation, agency policies, and other public-facing documents pertaining to topics such as the jury system, civil case processing, administrative justice, criminal and juvenile justice, child welfare, and others;
- Create educational guides and programs to increase community understanding of the civil, criminal, and juvenile justice systems and to improve outcomes;
- Provide substantive and logistical assistance to the various project committees—including the Civil Justice, Criminal Justice, Justice Education, and Youth Justice Committees, as well as the District Task Force on Jails & Justice—through attending meetings, researching project leads, and compiling and analyzing qualitative data; and
- Assist with project committees' report release events and other special events as needed.

Long-Term Career Benefits

Beyond their immediate impact on local governance and policy, CCE interns will also take away meaningful knowledge and experiences that will serve them in their careers for years to come. Students at CCE will:

- Hone their skills in research and analysis of complex legal and social institutions;
- Develop flexibility in writing for different audiences (community, legal, governmental, etc.), culminating in an independent writing sample for future use;
- Strengthen their understanding of the federal justice system and the local DC system, whose political and structural features are unlike any other jurisdiction nationwide;

- Network with CCE's experienced and dedicated staff as well as with our Board of Directors, which consists of more than 100 DC-area lawyers (in the corporate, public interest, and government law sectors), business leaders, judges, and other civic members; and
- Take advantage of additional opportunities through CCE, which in the past have included tours of the Supreme Court of the United States, access to CCE's intern library, legal seminars, and industry events, as COVID-19 health and safety protocols allow.

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, or resource development.

This is a paid internship, with undergraduate interns receiving a \$1,500 stipend and graduate and law student interns receiving \$2,000. CCE also covers public transportation costs. The Council cooperates fully with academic credit-granting programs. Students receiving academic credit should consult with their professors or advisors concerning evaluation forms or other requirements.

Availability

Internships are generally 10-15 week paid positions located in Washington, DC. We offer three internship sessions that align with the academic calendar: Spring (from January to May), Summer (from June to August), and Fall (from September to December). Positions can be full-time or part-time, based on the needs of the organization and student 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: a cover letter indicating interest and their dates and hours per week of availability, a résumé, an unofficial transcript, and a brief writing sample on any topic (no more than three pages).

Application deadlines:

- Summer – March 15
- Fall – August 1
- Spring – October 15

Contact

Undergraduate internship applications should be sent to Operations Manager Faith Hudson at faith.hudson@courtexcellence.org. Graduate and law student internship applications should be sent to Policy Counsel Jennifer Ubiera at jennifer.ubiera@courtexcellence.org.