



Workers' Rights Undergraduate Internship

Organization Profile: Equal Justice Center (EJC) is a non-profit public interest law firm and employment justice organization, which empowers low-wage workers to achieve workplace justice regardless of their immigration status. We provide legal representation that enables workers recover unpaid wages and combat other basic injustices they encounter in the workplace. We work for systemic reforms that strengthen employment rights and expand access to the justice system for all working people.

We have internship positions available for the Fall, Spring and Summer semesters in our Austin office. Internships will run concurrently with the beginning and end of the student's semester.

Intake/Outreach Position:

- **Qualifications:** Spanish fluency preferred, but not required
- **Time commitment:** 10 hours per week.
- **Job Description:**
 - Conducts detailed in-person and telephonic interviews with workers who are seeking legal assistance
 - Assist staff attorneys to analyze the workers' legal needs and available remedies
 - Create and maintain up to date case information in our online management system
 - Assist in our community outreach and education efforts by distributing literature on jobsites, business and community events.
 - Other administrative tasks and duties as assigned
- **Funding:** At this time, our office does not have the funds available for compensation. Your university may be able to offer funding for the semester or monetary assistance in the form of a scholarship.
- **Learning opportunities:** Interns are not required but are invited to attend an intensive crash course, alongside UT Law clinic students, to learn the basics of the substantive law and practice methods employed by EJC. The internship will also provide substantial on-the-job training in subjects including workers' rights, labor and employment law, contract law, litigation practice, and public interest advocacy.
- **Academic credit:** Academic credit toward your major is likely available, please inquire with your college/university requirements.
- **Cycle Deadlines:** Applications are accepted on a rolling admission basis, but we recommend you consider the following deadlines: **Fall:** July 15th | **Spring:** Dec 15th | **Summer:** April 1st
- **Contact:** If you are interested in this position, please apply online at www.equaljusticecenter.org and submit a cover letter, resume and letter of recommendation to internships@equaljusticecenter.org. Your subject line should read, ***Interested in interning with the Worker's Rights Team.***
- **Covid-19 Info:** We are committed to protecting the health & safety of staff, volunteers, interns and clients. We will continue to monitor the ongoing pandemic and will change office procedures as needed. We are currently working in a virtual capacity and will update our interns if this changes throughout the semester. If your university requires you to work in-person, please indicate that in your email along with your application documents.