



The Office of the Tenant Advocate –Summer Internship Program Announcement

The District of Columbia Government Office of the Tenant Advocate (“OTA”) seeks energetic and detail-oriented students to join its internship program to provide substantive legal and legislative research and administrative support. OTA’s internship program strives to provide participants the opportunity to observe and contribute to the work place, strengthen legal skills, gain practical work experience, and develop networking opportunities with members of the organization. A successful candidate must want to work in a fast-paced, collaborative environment that often requires multi-tasking while at the same time maintaining a high level of attention to detail.

Tasks and Duties

OTA has a broad and energetic housing practice. The four main objectives of the agency are legal advice and representation, policy advocacy, education and outreach, and emergency housing assistance. OTA is seeking candidates in its Legal and Policy Branches.

The Legal Branch seeks law school interns. Responsibilities include legal research, drafting legal memoranda, assisting in litigation, courtroom observation, tenant interaction, and clerical support.

The Policy Branch seeks law school interns. Responsibilities include research on statutory and regulatory construction, drafting memoranda, city council observation, and monitoring legislative proposals.

This is an 8-13 week program that will begin on June 1, 2020. Participants must be available to work on-site for forty (40) hours per week. Please specify in your cover-letter the Branch you are applying for an internship opportunity.

Qualifications

The ideal candidates will have the following qualifications:

- Excellent organizational skills, with attention to detail;
- Ability to multi-task and prioritize assignments;
- Effective oral and written communication skills;
- Strong legal research and writing skills;
- Strong interpersonal skills; and
- Ability to work both independently and in collaboration with others.

Salary and Benefits

This is a non-paid internship opportunity. Externship credit is available.

To Apply

Please send a cover letter, resume, and writing sample to interns.ota@dc.gov. OTA values an inclusive, diverse workplace and encourages applications from interested persons of any race, color, religion, sex, national origin, age, physical or mental disability, veteran status, sexual orientation, gender identity or expression, marital status, personal appearance, family responsibilities, matriculation, political affiliation, genetic information, or any other legally protected status. Applications will be accepted on a rolling basis.