



## **Programs Intern**

### **Organization Description**

The National LGBT Bar Association promotes justice in and through the legal profession for the LGBT community. The organization has taken a leading role in many different advocacy efforts, including the recent resolution before the American Bar Association which called for the elimination of the trans and gay “panic” legal defenses. Additionally, the LGBT Bar has worked closely with Members of Congress in both the House and Senate on the prevention of discrimination against LGBT individuals in jury selection. Along with many committed members, the LGBT Bar has also helped to educate LGBT couples about the changing federal regulations following the *Windsor* decision. Through website resources, webinars and more, members unpack the ever-changing policies surrounding tax law, family law and marriage following the monumental Supreme Court decisions. The LGBT Bar also hosts Lavender Law, a three day legal conference, every August for more than 1,500 attorneys and law students.

### **Position Description**

The Programs Intern will assist with the development of the organization’s programs, spending much of their time working on programming for Lavender Law. Programming addresses many aspects of the law, including but not limited to, LGBT law. The intern will report directly to the Executive Director and will be expected to complete tasks including organizing workshops, research, writing and clerical work.

### **Key Responsibilities**

Working with LGBT Bar staff, you may be tasked to:

- Research legal issues currently affecting the LGBT community;
- Help organize panels and create conference programming schedule;
- Work with speakers to combine panels, plan calls and gather CLE materials;
- Organize programs for members of the association as well as the greater at-large LGBT community;
- Support the development of particular projects by participating in program design and networking;
- Write and proofread documents;
- Provide general administrative support to staff as needed.

### **Qualifications**

- Undergraduate, graduate, or law student;
- Excellent communication, organizational, research and interpersonal skills;
- Proficiency in Microsoft Outlook, Word, Excel, PowerPoint;



Be able and willing to work a minimum of 16-24 hours per week;  
Background in law, English, or an interest social justice.

**To Apply**

Please send a resume, cover letter and list of references to [positions@lgbtbar.org](mailto:positions@lgbtbar.org) with the position in the subject line.