

COLLATERAL CONSEQUENCES RESOURCE CENTER
POSITION DESCRIPTION

JOB TITLE: RRP Intern

DEPARTMENT: Collateral Consequences Resource Center

REPORTS TO: CCRC Executive Director

FLSA STATUS: Exempt

The CCRC is seeking an Intern to assist its legal staff in maintaining the Restoration of Rights Project. The RRP is a collection of laws and policies in each U.S. jurisdiction relating to restoration of rights and status following arrest or conviction. Its state-specific “profiles” and 50-state charts are updated in real time as new laws are passed. They cover areas such as loss and restoration of civil rights and firearms rights, judicial and executive mechanisms for clearing criminal records, and laws addressing consideration of criminal record in employment and occupational licensing. Its jurisdictional profiles guide practitioners and affected individuals, and its 50-state comparison charts that make it possible to see national patterns in restoration laws and policies. CCRC staff prepares periodic reports on new legislation, and regularly updates a national overview that grades the states in various categories and assigned an overall ranking.

The RRP Intern’s primary duties would include tracking relevant legislative bills and collecting and summarizing new enactments, for analysis and entry into the RRP by CCRC legal staff. The RRP Intern may also have an opportunity to work on other issues, including keeping the practice resources on the CCRC website up to date and drafting short pieces for website publication. Duties and responsibilities will vary depending upon the interests and abilities of the incumbent.

The RRP Intern position will be part-time, with hours and compensation negotiable. The Intern will work directly with the CCRC Executive Director, and it would be a suitable position either for a college student interested in the law or for a law student.

Qualifications:

- Interest in criminal law issues generally, with specific interest in policies related to the consequences of arrest or conviction.
- Research and writing ability, with a premium on attention to detail, thoroughness, and curiosity. Familiarity with criminal law and with the legislative process desirable.
- Microsoft Office skills, including Outlook, and experience in internet research. Experience with WordPress programs desirable.

TO APPLY: Submit the following materials to Margaret Love at margaretlove@pardonlaw.com.

- Letter of interest
- Resume
- Writing sample

