

### **Position Available**

The [DC Appleseed Center for Law and Justice](#) (“DC Appleseed”) is looking for a part-time legal policy extern for Spring 2025. Students with an interest in policy and advocacy work are encouraged to apply. We are especially interested in candidates who are passionate about or interested in one of our project areas.

### **Organization Description**

DC Appleseed has helped make the District of Columbia a better place to live and work through litigation, advocacy, policy, oversight, and strategic partnerships. For 30 years, DC Appleseed has focused on issues that touch nearly every aspect of public life in the District and especially impact historically marginalized people who live and work in the nation’s capital. Our projects revolve around at least one of our three foundational pillars: Racial Equity, Economic Mobility, and Democratic Participation.

Current project topics include health equity (sexual and reproductive health, behavioral health, and environmental justice/climate change mitigation), DC democracy and voter representation, environment, gun violence reduction, and workforce development.

### **Position Responsibilities**

Project assignments are based on the organization’s needs and the extern's interests. Depending on the topic and timeline of a particular project, the extern’s responsibilities may include:

- Conducting legal and/or policy research and writing memoranda summarizing findings;
- Identifying and researching best practices (either legislative, regulatory, or policy positions) that other jurisdictions have successfully implemented to address problems that our project teams are considering;
- Attending and reporting on community outreach efforts and various public meetings and hearings;
- Assisting in preparing legislative briefing materials, one-pagers, and hearing testimony;
- Attending and participating in coalition meetings with other District stakeholders;
- Attending and participating in project team meetings with pro bono partners; and
- Other legal and policy work as needed.

### **Qualifications:**

- Current enrollment in a JD program.
- Student must receive course credit or outside public interest funding for the position.
- Strong research and writing skills, including excellent analytical, oral, and written communications skills.
- Experience or interest working in one of DC Appleseed’s project areas.
- Experience or interest in a research, advocacy, or policymaking environment.
- Agility and ability to pivot in response to current events and revised priorities.

**DC Appleseed Center for Law and Justice**  
*2025 Spring Semester Legal Externship Opportunity*



- Flexibility, creativity, and initiative, along with excellent organizational, planning, and project management skills.

**Position Logistics:**

- DC Appleseed is currently in a hybrid work format, working remotely on Mondays and Fridays and in the office Tuesday – Thursday.
  - Office: 1900 L Street NW, Suite 220, Washington, DC 20036
- Ideally, the extern will work 15-20 hours a week, with at least one day/portion of one day in the office. Hours can be flexible between 9am – 6pm.
- Start date and end date are flexible based on the school semester schedule and course requirements, but a roughly 12-week commitment is requested.
- Flexibility for holidays and school breaks.

**Compensation & Benefits**

This externship is unpaid and not eligible for benefits, but DC Appleseed will work with the extern to secure academic credit and/or public interest funding for their work with us.

**How To Apply**

Please email a cover letter, resume, and short writing sample (2-5 pages) as a single attachment to [Jobs@DCAppleseed.org](mailto:Jobs@DCAppleseed.org). Please put “[Name] – Spring 2025 Externship” in the subject line.

- Cover letters can be addressed to Kristin D. Ewing, Policy Counsel.
- In the cover letter, please include:
  - The rough number of hours you wish to work per week;
  - Weekly availability (if known at this time); and
  - An estimated preferred start and end date.

Selected candidates will be invited for an interview and may be asked to provide references. Applications will be accepted on a rolling basis until the position is filled.

DC Appleseed values a diverse workforce. We encourage and seek applications from people of all gender identities and sexual orientations, people of color, people with disabilities, and veterans.

We know from research that members of marginalized groups often underestimate their qualifications and are hesitant to apply for positions unless they are a 100% match. If you are interested in policy and advocacy and enthusiastic about any of DC Appleseed’s projects, please apply, even if you do not meet all the qualifications.

**Reasonable Accommodations**

If you require reasonable accommodations during any part of the hiring process, please email [Jobs@DCAppleseed.org](mailto:Jobs@DCAppleseed.org).