



Ms. JD Internship Opportunity for Spring Semester 2024

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Are you passionate about empowering aspiring and early-career women attorneys? Join Ms. JD as an Intern and contribute to our mission of supporting and advocating for women in the legal profession. This unpaid internship offers an invaluable opportunity to gain hands-on experience in event planning, fundraising, and research within a dynamic nonprofit organization.

Intern Duration: Spring Semester

Location: Remote

Commitment: 10 hours/week (Additional hours available upon request.)

About Ms. JD: Ms. JD envisions a world where every woman is afforded the opportunity to design and realize her legal career without limits. More details about our programs and initiatives are available at <https://ms-jd.org>. We aim to expand and sustain our efforts to eliminate barriers to a diverse pipeline of women in the legal profession by providing an accessible network of training, mentoring and support from pre-law through early career.

Internship Responsibilities:

- Assist in planning and organizing events, workshops, and seminars aimed at supporting women attorneys.
- Conduct research on relevant legal topics, industry trends, and best practices to enhance our resources.
- Support fundraising initiatives through donor research, grant applications, and outreach efforts.
- Collaborate with the team on various projects contributing to the organization's goals.

Qualifications:

- Current enrollment in a college or university program, pursuing a degree in business, communications, nonprofit management or another related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Passion for promoting gender equality and supporting women in the legal profession.

Benefits:

- Hands-on experience in event planning, fundraising, and research in a nonprofit setting.
- Mentorship and guidance from experienced professionals in the legal field.
- Networking opportunities within the legal community.
- Certificate of completion and recommendation letter based on performance.

Join us in making a difference in the lives of aspiring and early-career women attorneys while gaining valuable skills and experience. To apply, please submit your resume and a cover letter outlining your interest in the position and relevant qualifications to Katie Day Winchenbach at day@ms-jd.org with the subject line "Ms. JD Internship" by January 31, 2024.

Ms. JD is committed to diversity, equity, and inclusion. We encourage applicants from all backgrounds to apply.