



Summer Law Intern

The Fresh Air Fund (The Fund) seeks up to two Summer Law Interns for an 8-week position in its New York City Office to work closely with The Fund's General Counsel.

The Fresh Air Fund, an independent, not-for-profit youth development organization, has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877.

Come learn about a great organization and what it is like to be an in-house counsel. Summer Interns will work closely with the General Counsel and other Fresh Air Fund staff to meet the various legal needs of a dynamic youth services non-profit organization. Duties will include reviewing contracts; assisting with processing insurance claims; preparing for insurance renewal applications; assisting in factual development projects; organizing files; working with the Human Resources Department on employment law matters; and working with outside counsel. This position is based in our New York City office but is currently remote due to COVID-19. However, Summer Interns will also be asked to visit the summer program locations to learn about our programs and to help the in-house counsel identify and meet program needs. You will also be asked to assist with factual research of organization documents and create written work products, including reading large volumes of material and assisting the GC and a paralegal in writing and maintaining factual summaries and timelines.

In addition to learning about being an in-house lawyer, we want our staff and young people to learn about you. Summer Law Interns will be asked to work with the GC and Program Teams to create a "So You Want to Go Law School" event for young people in our programs. This internship will commence on June 28, 2021 and end on August 20, 2021. The work schedule will be 9am-5pm, Monday to Friday. The Fresh Air Fund will work with applicants to locate a summer stipend of up to \$5,000 for 8 weeks. We welcome applications irrespective of whether your school has public interest stipend funding available.

What we look for:

- Must be currently enrolled in law school.
- Goal-oriented and hard working with previous experience working in an office environment.
- Ability to take initiative, assess priorities, handle multiple assignments, and meet deadlines.
- Excellent research and writing skills.

Despite the challenges presented by COVID-19, The Fund continues to provide safe, fun, engaging and enriching experiences for New York City youth to keep the magic of summer alive through virtual and outdoor programs. Fresh Air children also participate in year-round leadership and educational programs. For more information, visit www.FreshAir.org.

Application Instructions

To apply, please submit an application and cover letter at the **Summer Law Intern** link at:

<https://freshairfund.workbrightats.com/jobs/> We are hiring on a rolling basis and encourage interested applicants to apply as early as possible. No calls or recruiters, please.

The Fresh Air Fund is proud to be an equal opportunity employer, committed to inclusive hiring, and dedicated to diversity in its work and on its staff. We strongly encourage candidates of all identities, experiences, orientations, and communities to apply.