

Summer In-House Counsel Law Intern

The Fresh Air Fund is an independent, not-for-profit youth development organization, that has provided free summer experiences to more than 1.8 million New York City children from low-income communities since 1877. Despite the challenges presented by COVID-19, The Fresh Air 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.

Position Summary

The Fresh Air Fund is looking for **two Summer Law Interns for an 8-week position** in its New York City Office to work closely with The Fund's General Counsel ("GC") and other Fresh Air Fund staff to meet the various legal needs of a dynamic youth services non-profit organization.

The internship is designed to provide interns with a holistic, in-house experience. Interns will work under supervision of the in-house counsel on a variety of legal matters which may 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. Summer Law 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. Interns 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 in writing and maintaining factual summaries and timelines.

Responsibilities

- Assist the General Counsel with factual development of materials from our archives.
- Work on a mix of multiple projects with the General Counsel consisting of a mix of short research and writing assignments and with longer term matters to gain a well-rounded in-house experience.
- Attend conference calls and meetings with outside counsel and Fresh Air Fund staff members to gain a deeper appreciation of how the in-house legal team supports various functions across the organization.
- Assist with managing litigation.
- Gather facts with the General Counsel and designated Fresh Air Fund staff.
- Work with the GC and Program Teams to create a "So You Want to Go Law School?" event for young people in our programs.
- Write up fact summaries.
- Review archives.
- Perform records research.
- Identify relevant judicial decisions, statutes, legal articles, codes and other pertinent material.
- Organize and analyze information.
- Cross-check and validate factual information.

- Maintain files from insurance companies.
- Other duties as assigned.

Qualifications

- Applicants must be current law students in their 1L, 2L or 3L year at an ABA accredited law school.
- An interest in the in-house legal environment.
- Curious, 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 written and oral communication and legal research skills.
- Ability to work independently and take the initiative to see projects through to completion.
- Interested in joining a youth development organization and supporting its mission and vision.
- Attention to detail.
- Interest in joining a youth development organization and supporting its mission and vision.

Employment Period: June 27, 2022 – August 19, 2022

Hours per Week: 35 hours per week

Working Schedule: 9 am-5 pm, Monday to Friday (interns will work in the NYC office and visit summer locations)

Compensation: \$5,000 for the summer.

Benefits: None

Application Instructions

To apply, please submit a [Summer In-House Counsel Law Intern](#) application. 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 provides equal employment opportunities (EEO) to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetics. The Fresh Air Fund is also 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.

The Fresh Air Fund requires all employees to be fully vaccinated against COVID-19 to work at The Fresh Air Fund. We adopted this policy to safeguard the health of our employees and their families, Fresh Air children and families, and the community at large from infectious diseases. An individual is considered fully vaccinated two or more weeks following receipt of the second dose in a 2-dose series of a COVID-19 vaccine, or two or more weeks following receipt of one dose of a single dose COVID-19 vaccine.