

# JusticeMatters

## Fall 2021 Internship Information

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JusticeMatters addresses the roots and repercussions of human trafficking in North Carolina by providing trauma-informed legal services and promoting just policies and practices.

Our internship is designed to engage students in supporting the provision of direct legal services and the promotion of systemic solutions, furthering our mission and facilitating professional development of undergraduate and graduate students. Interns will receive training and mentoring by our team of experienced staff, gain experience in utilizing existing or learning new skill-sets to support our mission, and engage in the multi-faceted work of JusticeMatters—from assisting clients to systems-level advocacy.

Join the JusticeMatters team as we seek the freedom and flourishing of all people.

### Dates and Deadlines

2021 Internship Dates:	Follows Fall Academic Calendar
Application Period:	Rolling, Summer 2021
Decision Notification:	JusticeMatters will invite select applicants to interview and internship offers will be made on a rolling basis. All applicants will be notified by the start of the fall semester.

### Requirements and Logistics

#### Education and Work Experience

JusticeMatters recognizes that interns may have a wide variety of educational and work experiences and will evaluate applicants on a case by case basis.

#### Work Hours

Interns typically complete their hours Monday-Thursday between 9-5, which includes opportunities for personal and professional development. Opportunities scheduled outside of typical work hours are optional but will enhance the experience.

Due to COVID-19 precautions, JusticeMatters' offices are closed and staff and interns are working remotely. JusticeMatters will continue to monitor the situation and keep intern candidates informed as to whether the internship will be in-person and/or remote.

#### Expenses

The internship position is unpaid, but interns can raise support or apply for outside funding for their expenses and/or seek academic credit.

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## Fall 2021 Internship Application Instructions

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To apply, please submit the following documents to Charissa Gray at [charissa@justicemattersnc.org](mailto:charissa@justicemattersnc.org) in one e-mail:

1. Cover Letter
2. Application Form
3. Addendum
4. Resume
5. Transcript
6. Writing Sample
7. Two References (submit separately)

**Cover Letter:** Please describe your interest and qualification for the position.

**Application Form:** Please submit a completed Application Form.

**Addendum:** Please address the following in up to one page.

1. List and describe your current and prior commitments to social justice, and any experiences serving low-income individuals, survivors of trauma, and/or immigrants and foreign nationals.
2. Explain what motivates your commitment to social justice.
3. Describe how you see a JusticeMatters internship impacting your future.

**Resume:** Please submit your current resume listing your education and relevant work and volunteer experience.

**Transcript:** Please submit a school transcript (if applicable).

**Writing Sample:** Please submit a 4-page writing sample. Excerpts are acceptable.

**References:** Please ask two reference providers to complete and submit a Work or Academic Reference Form, per the instructions on the form. Please note that references are due by the application deadline.

### Notification

JusticeMatters will send an e-mail confirmation within 5 business days of receiving your completed application. A completed application consists of the eight documents listed above.

Should you have any questions about this application process or the summer internship program, please contact Charissa Gray at [charissa@justicemattersnc.org](mailto:charissa@justicemattersnc.org) or (919) 794-7511 ext. 5.

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*JusticeMatters, Inc. is a faith-motivated North Carolina non-profit corporation organized pursuant to Section 501(c)(3) of the Internal Revenue Code. JusticeMatters operates its program, services, and activities in compliance with federal nondiscrimination laws. No person shall, on the basis of race, color, national origin (including limited English proficiency), disability, religion, sex, gender identity, sexual orientation, or age, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of our programs. This policy applies to all terms and conditions of employment, volunteer service, internship, and externship with JusticeMatters and to the provision of services by JusticeMatters.*