

Disability Rights Legal Center

CLRC

Cancer Legal Resource Center

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The CLRC is a joint program of the Disability Rights Legal Center & Loyola Law School Los Angeles

Undergraduate & Graduate Internship Program

The Cancer Legal Resource Center (CLRC) is a national, joint program of the [Disability Rights Legal Center](#) and [Loyola Law School Los Angeles](#). The CLRC provides free information and resources on cancer-related legal issues to cancer survivors, caregivers, health care professionals, employers, and others coping with cancer through its national Telephone Assistance Line (866-THE-CLRC), education and outreach seminars, Cancer Rights Conferences, and public policy efforts.

The CLRC offers undergraduate and post graduate internship opportunities to students interested in pursuing a career in law, public policy, advocacy, nonprofit development and management, and marketing and communications. The internship program is also open to college graduates seeking additional experience in these areas. The CLRC will work with students to help them obtain credit with their schools.

The CLRC internship program is a unique experience for students seeking “hands on” work with people needing legal assistance and resources on a wide-range of cancer-related legal issues, as well as valuable insight into the day-to-day operations and development of a nonprofit organization.

The internships offered through the undergraduate and post graduate internship program are unpaid. Students will receive a certificate of completion.

Commitment:

We ask students to make a minimum commitment of eight weeks, for eight hours a week. This commitment must be fulfilled in order to receive credit for the internship. The work schedule for CLRC interns can be flexible, recognizing that students may be scheduling around classes or work. We do require that every effort be made to attend an orientation conducted at the commencement of each semester.

Positions Available:

- Masters of Public Health Intern
- Marketing and Communications Intern
- Public Policy Intern
- Operations Intern

Masters of Public Health Intern

The CLRC seeks a graduate intern who has completed or is currently pursuing a Masters or Doctorate in Public Health. The MPH intern will assist with developing a program-wide evaluation process to analyze the efficacy of CLRC services in improving quality of life for individuals coping with cancer and impacting systemic change.

Desired Qualifications:

- Current candidate for Masters or Doctorate in Public Health

- Strong interpersonal skills
- Strong research, statistical, and analytical skills
- Excellent written and oral communication skills
- Experience surveying under-resourced populations

Marketing and Communications Intern

The CLRC seeks a marketing and communications intern to assist with the day-to-day implementation of the CLRC's comprehensive communications strategy. Responsibilities include performing online research to identify outreach opportunities, updating the CLRC's website and social media pages, assisting with the creation and distribution of the CLRC's monthly e-newsletter, developing promotional event flyers, drafting correspondence and press releases, and tracking the performance of all CLRC communication initiatives.

Desired Qualifications:*

- Strong interpersonal skills
- Familiarity with social media
- Experience in HTML and Adobe applications including Acrobat, Photoshop, Illustrator, and Contribute (helpful, but not required)
- Experience in Microsoft Office software applications
- Experience in Google Analytics and Google AdWords (helpful, but not required)
- Excellent written and oral communication skills
- A genuine interest in learning about cancer-related legal issues and/or nonprofit management and development

Public Policy Intern

The CLRC seeks a public policy intern to assist with the development and execution of advocacy campaigns in support of the organization's public policy goals. Responsibilities include researching and analyzing current policies and legislative proposals for their impact on members of the cancer and/or disability communities, making strategic recommendations for issue development, and drafting written educational materials and legislative proposals.

Desired Qualifications:

- Strong interpersonal skills
- Excellent written and oral communication skills
- Knowledge of policy analysis and statistics
- Strong interest in law, public policy, and advocacy within the cancer and/or disability communities
- Experience in Microsoft Office software applications
- Strong online research skills including Westlaw and LexisNexis
- A genuine interest in learning about cancer-related legal issues and/or nonprofit management and development

Operations Intern

The CLRC seeks an operations intern to provide administrative and outreach support to CLRC staff. Duties include providing support to the CLRC's Telephone Assistance Line, performing online research, preparing materials for outreach events, assisting with the CLRC's online marketing efforts as needed, maintaining the CLRC's contact database, and general administrative support.

Desired Qualifications:*

- Strong interpersonal skills
- Written and oral communications skills
- Online research and social media skills
- Resourcefulness and ability to take initiative
- A genuine interest in learning about cancer-related legal issues and/or nonprofit management and development

* Students fluent in Spanish, Mandarin, or Korean are strongly encouraged to apply.

** Prior legal experience is not required, as you will be trained.

Application Process

If you are interested in applying to the CLRC internship program, or if you have any questions, please send your resume and cover letter to CLRC@LLS.edu

Visit www.CancerLegalResourceCenter.org for more information about cancer-related legal issues and services provided by the Cancer Legal Resource Center.