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Casa de Esperanza Hands of Hope Internship

Hands of Hope is Casa de Esperanza's internship program which recruits recent college graduates and other highly qualified young adults, from throughout the United States. These interns have a desire to help abused, neglected and HIV positive children through work with our agency. This program brings together approximately 25 young adults annually to live and work with some of our society's most vulnerable children. The Residential Program is the backbone of Casa de Esperanza, and at its core are the Hands of Hope Interns. Hands of Hope Interns commit one year to live and work with these vulnerable children in the Residential Program's agency foster homes. Responsibilities include daily care of the children, household management, and the coordination of medical appointments and therapy sessions. The Hands of Hope Interns also work with caseworkers, psychological staff and community volunteers on a routine basis to ensure that the children in placement receive the highest quality of care.

Ensuring the safety of the children in placement and meeting their emotional and developmental needs are the primary responsibilities of the Hands of Hope Interns. There is only one reason a child ever comes to Casa de Esperanza – because they are not safe. Almost all children arrive having experienced trauma, neglect or chaos in their short lives. Their need for safety, stability and reassurance is immediate and often intense. The children require a great deal of time, energy and emotional resources from the house parents. For this reason, the Hands of Hope Interns participate in an extensive 2-week training program to enhance their abilities to meet the needs of the children. We strive to educate all interns on the importance of early intervention when working with emotionally and behaviorally challenged, and often medically fragile, children. The skills cultivated while participating in the Hands of Hope internship program are excellent life and work experiences for individuals pursuing careers in social work, medicine, psychology, education, public health, non-profit management, and social justice.

Qualifications

- At least 21 years old
- Willingness to make a one-year commitment
- College degree preferred
- Ability to establish and maintain positive relationships with others
- Flexibility and Patience
- Good general health, with a high energy level, and able to lift 35-40 pounds
- Valid U.S. Driver's License

A criminal history and background check of each Hands of Hope Intern will be completed prior to placement with the agency.

Responsibilities

• To care for the children placed in your home

- To promote skills to develop healthy attachments
- To participate as a team member in implementing the children's Plan of Service and therapeutic regime
- To complete household duties including, but not limited to: cooking, cleaning, laundry and maintaining the house, and vehicles
- To transport and participate in medical and therapy appointments
- To support the children's primary attachment to biological parents
- To complete all necessary paperwork in a timely manner
- To communicate regularly with supervisors regarding the welfare of the children
- To complete 20 hours of ongoing training on an annual basis
- To follow the policies of Casa de Esperanza at all times

Living Arrangements

Typically, four Hands of Hope Interns live in an agency foster home with four or five children under the age of six. One of the interns will be licensed as the foster parent. Together, the Hands of Hope Interns share responsibility for providing 24-hour care to the children in the home.

Compensation and Benefits

- Housing
- Monthly stipend of \$600/month
- Health Insurance
- Life Insurance
- Two weeks paid vacation per year
- Successful Completion of Internship Award

Application Instructions

Applicants may submit their application <u>here</u> or contact Jordan Chismar at 713-818-0130 or the main office number at 713-529-0639.

➤ Project Access/ UC Berkeley Volunteers

About Project Access:

Project Access provides free, confidential, online and comprehensive mental health screening to adults in the San Francisco Bay Area with mental health concerns and helps them to find treatment providers, learn more about common mental health conditions that may be affecting them, and connect with members of the community who are going through similar experiences.

We are seeking volunteer(s) to assist with validating our doctor database. Project Access is completely <u>volunteer</u> run. Our Medical Professionals would offer to provide supervision to UC Berkeley volunteers about clinical care navigation in the mental health system.

Information being collected and validated would be done electronically or by phone and consist of – areas of expertise, treatment modalities, insurance providers accepted, etc.

For more information, please email our volunteer coordinating efforts Preston Zorner at preston@sfprojectaccess.com with Project Access in the subject line.

We look forward to hearing from you!

> Standardized Patient Opportunity in PTSD Research Study

We are looking to hire psychology students to be standardized patients in a PTSD research study at the San Francisco VA Medical Center. Standardized Patient hires will be trained to act as veterans with PTSD during interviews with our research participants (Primary Care Providers). The position will begin with a 2.5 day training at the San Francisco VA Medical Center during the summer. During the subsequent year, the time commitment will be as need and likely occur during the lunch hour and evenings. The ideal candidate will be flexible and accommodating to the schedule of our research participants. Hires will be paid a modest hourly rate.

Please email Coleen Hill at <u>coleen.hill@va.gov</u> for more information.

> VITAS Healthcare

Dear Psychology Students,

My name is Tara Lahiji, and I am currently a Healthcare Administration Intern with VITAS Healthcare, specifically in their East Bay Program. As a recent CSUEB graduate and current M.S. Health Care Administration candidate, I definitely know the importance of work experience and resume building. Fortunately, VITAS has given me that opportunity, and I am extremely thankful to be here. As a result, I wanted to personally reach out UC Berkeley students to inform you of various internship and volunteer opportunities available. This is an excellent opportunity to gain experience towards your career goal, or to test whether or not this is your true professional calling. VITAS has hosted many UC Berkeley student internships in the past, and we would love to develop an even stronger partnership with UCB.

VITAS is one of the leading providers of hospice care in the country. As you may know, hospice work offers support and care for individuals living with a terminal illness, and support for their loved ones as well. Our interdisciplinary team includes physicians, nurses, home health aides, chaplains, social workers, bereavement specialists, and the heart of hospice: volunteers and interns.

Volunteers and interns provide companionship and emotional sustenance, hold a hand, listen to life stories, offer respite to caregivers, read to patients, and/or play music for patients. Generally,

they serve to add an extra dose of attention to people at the most intense time of their lives – when facing their own mortality. Additionally, volunteers and interns can provide administrative support and expertise in our offices.

VITAS Healthcare has hosted and mentored dozens of students over the years, including: MSW interns, Healthcare Administration interns, RN and LVN preceptorships and rotations, Sociology/Psychology/Pre-Med/Health Science majors, Massage/Music/Art Therapy majors, Child Life Specialists (our patients range in age from newborn to 100+), Human Resource Management Interns, Paw Pals (therapeutic pet visits), hair stylists, and more! Within the last seven years, we have hired at least 20 of our former interns based on their performance (including myself!).

If you are interested in working with VITAS through our potentially life changing volunteer and internship opportunities, please feel free to contact me attara.lahiji1@vitas.com! I would be happy to answer any questions that you may have, and forward your information to our Volunteer Services Manager, Tami Blaj.

> Test Library Volunteer

Volunteer Job Duties

Test Librarian

Psychology Clinic, Clinical Science Program

One Volunteer needed at 9 hours per week

Location: Psychology Clinic (2121 Berkeley Way)

Phone: 510-642-2055 (Cynthia Baker-Smith)

We are seeking a volunteer assistant to help with day-to-day tasks in our psychology services clinic testing center. This provides a valuable learning opportunity in the tests used in applied psychological assessment, including socio-emotional, cognitive/neuropsychological and educational/learning evaluations.

Library duties for the Psychology Clinic Test Library:

Check in/out testing materials for graduate students conducting Psychological Assessments Identify inventory needs

Keep the Library well-organized

Assist, as needed, graduate students with test scoring

Complete in-house training in ethical and confidentiality standards and security related to Protected Health Information

Photocopy, scan and file, as needed by Clinic staff

Requirements:

Psychology undergraduate preferred

Must have excellent organizational skills
Professionalism
Interpersonal skills
Comfort working with spreadsheets
Scheduling flexibility (preferred)
Available at least 1- evenings per week (preferred)

> Tobacco Cessation Clinical Trial: Volunteer Opportunity

The Prochaska Lab with Stanford Prevention Research Center is looking for highly motivated student volunteers to assist with a smoking cessation clinical trial at the San Francisco Employment Development Department (located at 801 Turk St. in San Francisco) and the Marin Employment Connection (located at 120 North Redwood Drive in San Rafael).

Volunteer duties include outreach to study participants to schedule assessments, screening participants for eligibility and conducting follow-up assessments, participating in literature review, data coding and analysis, team meetings, and helping out with general office management.

Students will need their own transportation to the recruitment sites (either SF or Marin). Candidates should have a firm background in psychology (classwork, clinical and/or research experience) and should excel in working with people from a diversity of urban backgrounds. We are looking for volunteers who learn quickly, work autonomously, and are personable. We ask for a minimum of 6-8 hours per week for a 1 year commitment.

Please send your resume and a brief statement of purpose to <u>tobaccotx@stanford.edu</u> specifying your location preference.

Feel free to email or call 415-216-5853 with any questions.

Become a Mentor with The Space

The Space is a non-profit dedicated to revolutionizing the way students interact with their education and develop a love for learning. Our goal at The Space is to help students develop their intrinsic motivation for knowledge during their middle school years because we believe that students who love to learn will have positive academic, professional, and psychological outcomes.

In the current state of the union, we need students who are motivated to be agents of change and connect their skills and expertise with real-world problems. Through The Space, we can foster a relationship between student engagement and critical information. We plan to do this by

developing personalized lessons for students based on their interests. For example, a student likes to bake? Perfect! We can create lessons about ratios/fractions, chemistry, ethnic studies, and more to connect personal interest and grade level standards. Could you imagine what education would look like if we revitalized the way students learned?

We are currently looking for mentors to join us in revolutionizing the way students will learn and develop a sense of ownership over their education.

Responsibilities:

- Mentor students Mondays, Tuesdays, and Thursdays from 3:30-6:30
- Develop relationship with students beyond teacher/student while remaining professional
- Push student thinking by setting high expectations
- Utilize provided curriculum to develop personal connection to grade level content
- Provide feedback on structures, systems, and curriculum
- Report on student progress weekly
- Be collaborative team players to provide the highest quality support for students
- Lead a workshop on your own personal area of skill/expertise

Requirements:

- Have own transportation to school site (Madison Park Business and Art Academy in East Oakland)
- Mentor Mondays, Tuesdays, and Thursdays from 3:30-6:30
- Have a skill/expertise that is not solely academic (plays guitar, knows three languages, coder, chef, etc.)
- Have a high school degree
- Complete fingerprint scan (will be done after acceptance into program)

Compensation:

• The Space cannot currently offer monetary compensation but can offer letters of recommendation and college credit upon completion of the semester We would love for you become a part of The Space! If interested, please fill out this application: https://tinyurl.com/thespaceapp

If you have any questions, please e-mail us at the.space.edu@gmail.com

➤ Volunteer and Leadership Position - Undergraduate Lab at Berkeley's CogSci Division

Interested in gaining leadership experience in your area of choice in the neuroscience and psychology research setting?

The Undergraduate Lab at Berkeley's CogSci Division is currently looking for students with CogSci/Psych and related knowledge to mentor younger students in the research process during

the 2018-2019 academic year. This is a volunteer position with the benefits of holding leadership in a lab (often a rarity for undergraduates) and of receiving professional consultation by our executive staff. The position requires about 5 hours a week, but is relatively flexible. You will have a say in what type of project you'd like to run with the mentees so that we can tailor your work to your specific research interests.

For those interested: Please fill out the application at https://goo.gl/forms/h8Z26N8THMFs4g7m1 before July 27. We may accept applicants after this deadline on a rolling basis.

Crestwood Healing Center Internship



Crestwood Healing Center is a residential mental health facility serving 80 residents living with diagnoses. With programs ranging from Dialectical Behavior Therapy to martial arts to art and meditation groups, there is something for everyone, staff members and residents alike.

The Crestwood Healing Center Internship Program is a 10 hour per week, 12 week long program designed to provide interns with a comprehensive overview of residential mental health through

both instructional and hands on approaches. The first third of the program is focused on introduction to community mental health, its challenges, and how our programs and building function. The latter two thirds allow interns to propose and develop their own projects within the building, ideally creating relationships with both our staff and our residents as well as working toward solving a problem and/or furthering progress toward a goal.

Interested parties should email a cover letter and resume to Darby Witherspoon, dwitherspoon@cbhi.net.

Research Assistant Positions Available

The Schizophrenia and Social Cognition Lab at The University of Texas as Dallas is looking to hire two full-time research assistants to help with a new NIMH funded study examining introspective accuracy in severe mental illness. The full job posting can be found here: https://jobs.utdallas.edu/postings/10454

Primary duties and responsibilities include, but are not limited to: subject recruitment; subject testing (behavioral testing and neuroimaging); data management; project organization. Bachelors' degree is required. Candidate must demonstrate strong interpersonal and verbal communication skills to effectively interact with a wide range of constituencies in a diverse community. Strong organizational and time-management skills with the ability to prioritize and manage multiple tasks concurrently are also desired.

Questions and inquiries can be sent to Amy Pinkham, Ph.D. at amy.pinkham@utdallas.edu

➤ International Research Assistant Position at Mathematica in Seattle and Princeton, NJ

https://careers.mathematica-mpr.com/job/seattle/international-research-assistant/727/8148126





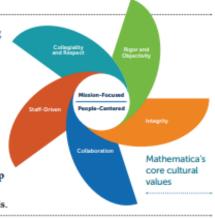


Join the Mathematica Team: Make a Difference

Mathematica Policy Research is recruiting college graduates at all levels—including

bachelor's, master's, and doctoral degree recipients from a variety of academic backgrounds—who are highly motivated to help improve public well-being through the highest-quality research.

We seek graduates who are interested in contributing to work ranging from quantitative data analysis to focus group management for qualitative studies to project management and budget analysis.







WHO ARE WE?

For more than four decades, Mathematica has been dedicated to conducting objective, rigorous, evidence-based research to help improve the lives of our nation's—and our world's—most vulnerable citizens. Our staff includes national leaders recognized for their contributions to shaping policy in:



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Mathematica has over 1,200 employees working in six locations as well as survey operations centers in Princeton, NJ and Tucson, AZ.

WHY JOIN US?

Mathematica is committed to collaboration, collegiality, and accountability. Our more than 1,200 employees contribute in many ways to the collection, analysis, and dissemination of research and data that stand up to the most demanding review and scrutiny and that have real-world impact. We bring the highest standards of objectivity and excellence to developing solutions for federal agencies, state and local government, foundations, universities, professional associations, and businesses to inform evidence-based decision making across the country and around the world.



GIVING BACK TO THE COMMUNITY

Closer to home, Mathematica employees make a difference too. Across the country, our employees volunteer in the communities where we live and work. Their spirit, dedication, and compassion put our mission into action. You'll find our staff working in soup kitchens and food pantries, building homes for the homeless, mentoring at-risk youth, and lending their professional expertise in areas such as evaluation and website design to organizations that aim to improve public well-being.

INTERESTED?

Contact our Human Resources Department or visit our website at mpr.com for information on becoming part of the team.

Mathematica recognizes these efforts through a corporate giving philosophy that translates volunteer work hours into direct financial support to each organization. Together, through sweat equity and direct support, we are making a difference.













Follow us on:



Scan this QR code to visit our website.

➤ Fall '18 Education Internship at Children's Creativity Museum [SF], 9/4/18

Applications for our Fall 2018 Education Internship program are now being accepted, and we look forward to meeting more excellent candidates!

Flyer and job description attached below. Candidates can apply through our website at https://creativity.org/programs/application-education-internship-program/. We will accept applications through **Tuesday**, **September 4th**, and Orientation will take place on September 11th, 2018.

EDUCATION INTERNSHIPS AT CHILDREN'S CREATIVITY MUSEUM

What is the Children's Creativity Museum?

The Children's Creativity Museum is a hands-on, multimedia arts and technology experience for children and families. We nurture creativity and collaboration in all children and families. We believe that creative expression, innovation, and critical thinking are core to fostering the next generation.



What's in it for you?

- Hands-on teaching experience and college credit (when applicable)
- A chance to learn about museum operations and programming
- Experience working in a leading children's museum
- Learn stop-motion animation, green screen technology, computer programming, and more
- Creative and supportive work environment surrounded by fun and innovative co-workers

What do you need?

- Strong interest in art, education, museum studies, or media studies strongly desired
- Experience working with children
- Good computer skills on both Mac and PC platforms
- Fluency in another language is a plus
- Experience working with families and community groups
- Creativity!

For more information email: education@creativity.org
To apply, fill out an online application at:
http://www.creativity.org/programs/application-education-internship-program
Start date: Tuesday, September 11th, 2018 (full-day Orientation)
End date: Sunday, December 30th, 2018





Education Internship at the Children's Creativity Museum

Organizational Description:

The Children's Creativity Museum in San Francisco is an innovative art and technology experience for kids of all ages. Our mission is to nurture Creativity and Collaboration in all children and families. We believe that creative expression, innovation, and critical thinking are core to fostering the next generation.

Commitment:

- Minimum 14 hours per week (9:00- 4:30 two days per week)
- Orientation is Tuesday, September 11th
- · First day is Wednesday, September 12th
- Applicants must be able to commit to the full internship from September 11th through the end of December
- Tuesdays from 9:00-4:30 are mandatory along with at least one other full day during the week (or two half days)

Compensation:

· Unpaid: college credit when applicable

General Responsibilities:

- Facilitate the Field Trip experience for children ages Pre K-8th grade in our multimedia exhibit spaces
- Work with Educators and Volunteers during General Admission hours to teach basic, intermediate and advanced art and technology skills to youth and families
- Prepare, maintain and troubleshoot equipment and supplies in the exhibit/production areas; identify and report status of exhibits and supplies
- Responsible for opening and closing the museum floor and reporting on all issues related to running the museum

➤ Volunteer at the Community Awareness & Treatment Services, Inc. (CATS)

Here at CATS we believe the homeless residents of SF are our neighbors. Some of them are struggling with mental health issues, so we offer supportive services at most of our programs. Some are simply struggling. We have a program that offers respite beds to homeless residents and three meals each day.

Thank you for your help in bringing students into the community to create a better San Francisco!



COMMUNITY AWARENESS & TREATMENT SERVICES, INC. PROVIDES COMPREHENSIVE SERVICES TO SAN FRANCISCO'S RESIDENTS THROUGH SIX DIFFERENT PROGRAMS. WE MEET RESIDENTS WHERE THEY ARE.

A Women's Place

-24 hour supportive residential services
-emergency shelter & long-term
treatment programs to women &
transgender women

A Wamen's Place Drep-in Center

-24 hour services providing trauma
Informed, gender responsive care to
women & families

-aides women, transgender females & families who have tendencies to abuse substances, suffer from mental illness, or are homeless around the Tenderloin

Medical Respite & Sabering Center--partnership between CATS & SF Dept. of Public Health

 provides approx. 60 respite beds & temporary housing with medically oriented support services

Caranada Hatel

-provides housing to 65 formerly homeless Individuals in Single Room Occupancy (SRO) units

-support services including case management, crisis intervention, conflict resolution, & benefits counseling & advocacy

Eddy Street Apartments

-25 partially furnished supportive housing for individuals on a low or fixed income -on-site support services including group counseling & case management services

Golden Gate for Seniors

-residential recovery facility for men & women 55+ years old
-residents stay average 6 mos, while following individually tailored recovery plan conductive to a sober lifestyle

IF YOU, YOUR ORGANIZATION, OR SOMEONE YOU KNOW IS INTERESTED IN VOLUNTEERING WITH ONE OF OUR MANY PROGRAMS, PLEASE CONTACT JULIA AT JULIA FERRA@CATSINC.ORG OR 415-806-5093.

➤ Register for Bay Area Vision Research Day (BAVRD)

The Bay Area Vision Research Day (BAVRD) is a one-day research conference devoted to bringing the vision research community of the Bay Area together to present and to discuss new and exciting findings in the fields of ophthalmology, optometry, biology, neuroscience, visual psychophysics, and computer vision.

Registration for BAVRD is now open: https://berkeley.us11.list-manage.com/track/click?u=8c355119e9a7439cebff3912a&id=84b4e1733b&e=1e8b600b3a. BAVRD is FREE and includes breakfast, lunch, a light refreshment and a wine reception following the talks.

We encourage researchers throughout the Bay to submit posters that present novel data or unpublished data related to the study of vision. Also, we are excited to announce a call for submissions for the BAVRD "Blink-of-an-Eye" lightning talk competition.

Date and Location:

Friday, September 14, 2018 8:30am to 5:30pm Pauley Ballroom University of California, Berkeley Berkeley, CA

Please feel free to contact us if you have any questions about this year's BAVRD. berkeleybavrd@gmail.com

> Research Participant Volunteers Needed

RESEARCH PARTICIPANTS NEEDED

\$20 for 1.5 hours

Would you like to participate in a study about women in their first year of college?

I am a clinical psychology doctoral student attending The Wright Institute in Berkeley, California. I am looking for volunteers to participate in my confidential study exploring the experiences of women who moved away from home to attend college.

Who is Eligible?

- · Women in their freshman or sophomore year of college
- · Age 18 to 22 years old
- · Having moved 200 miles away from home to attend college
- Must be comfortable being interviewed in English

What you will be asked to do?

- · Attend a 1.5 hour confidential meeting with the researcher
- · Complete a questionnaire about your background
- · Answer questions about your move away from home and freshman year experience
- · Agree for the interview to be audio taped

What you will receive?

- A \$20 gift card upon completion of the interview
- The opportunity to speak about your experience leaving home for college
- The opportunity to contribute to research about this life transition

If you, or someone you know, is interested in participating in this study please contact me for more information:

Rebecca Weinstein, M.A. rweinstein@wi.edu (510) 842-6153

Dr. Susana Winkel, Dissertation Chair, swinkel@wi.edu

➤ Market Development & Public Policy Intern

EVgo is seeking an intern for the fall semester to work from our Oakland, CA office. This is an excellent opportunity for students currently pursuing degrees in urban planning, public policy, or energy and sustainability-related fields.

The intern can expect to learn about public policy issues related to transportation electrification and will report to EVgo's Director of Market Development.

About EVgo

EVgo is the nation's largest public fast charging network for electric vehicles. We're looking for passionate and dedicated individuals who are experts at maximizing resources. EVgo offers an opportunity to get in on the ground-floor of a historic shift in what moves people. A crossfunctional, entrepreneurial environment drives a team-oriented atmosphere secured by competitive benefits and the knowledge that we are truly changing the world for the better—for everyone. The simple fact is: It's the people that provide the positive energy behind the EVgo® network.

The Market Development and Public Policy Intern will be responsible for:

- Market research related to public policy, regulatory proceedings, and other related matters in California and top markets for electrification in support of the Director of Market Development
- Working with the EVgo marketing team on print collateral that may be used in external meetings
- Reading and digesting regulatory dockets and pulling out key takeaways for EVgo
- Tracking and analyzing state policy issues impacting EVgo and recommend appropriate public policy positions
- Other related support as needed

A successful candidate will possess the following skills and attributes:

- MBA or graduate student studying economics, public policy, sustainable business, or energy. Undergraduates may be considered on a case-by-case basis
- Excellent attention to detail
- Strong interest in transportation electrification and sustainability-related fields
- Demonstrated commitment to excellence
- · Highly organized individual
- Creative problem solver

Location & Hours: This position will be based at EVgo's coworking space in Oakland, CA. Eligible candidates must be available at least 15 hours / week.

Commitment & Compensation: This is a paid internship.

To Apply: Please submit a resume, cover letter, and available weekly hours to sara.rafalson@evgo.com by August 12. We will be scheduling interviews for the last two weeks of August, with the goal of having someone start in early September and continue through the duration of the semester.

➤ LifeLong Medical Care AmeriCorps Health Fellows

LifeLong Medical Care AmeriCorps Health Fellows Program- NOW RECRUITING! Interested in Clinical, Social Work, and Public Health related fields? This could be the perfect fit for YOU!

LifeLong Medical Care is committed to provide high-quality health care services in Alameda, Contra Costa, and Marin County and also developing tomorrow's health care workforce. The AmeriCorps Health Fellows program is a community service and professional development opportunity wrapped into one, this experience enables individuals to provide service for communities in need while getting in-person training and exposure in the health care field. Our program is a one—year commitment (minimum of 1,700 service hours over a 10 to 12 month period) as a full-time (40 hrs/wk) AmeriCorps Health Fellow. The AmeriCorps Fellow will provide culturally and linguistically appropriate health education, outreach, referrals, and enrollment into programs directly to community members while getting the skills they need to pursue a health profession. We are looking for someone who is passionate about health equity and social justice, and anyone who is considering public health, medicine, social work, and mental/behavioral health for their higher education/career goals.

We are recruiting to fill 20 full-time positions by the start date of early/mid- September 2018. If you are interested in applying or would like to get more information about the program position, please <u>visit our website</u>.

<u>NOTE:</u> In order to be eligible for the position, <u>you must submit both the MyAmeriCorps and Supplemental applications.</u> Please read through the website link above carefully to submit your applications correctly, thank you!

If you have any questions, please let our program staff know. Thank you for your time!

Program Staff:

Program Manager: Bilan Jirde Email: bjirde@lifelongmedical.org

Program Assistant: Keren Vargas Email: Kvargas@lifelongmedical.org

➤ Undergraduate Internship at the Death Penalty Clinic at Berkeley Law Due by Monday, August 13, 2018



FALL 2018 INTERNSHIP ANNOUNCEMENT

UNDERGRADUATE INTERN Death Penalty Clinic University of California, Berkeley, School of Law

The ideal candidate for this unique opportunity is dependable and responsible. We are looking for one more intern for the fall semester, with the possibility of continuing into the spring. We require an undergraduate, preferably a junior or senior, who can commit a <u>minimum</u> of ten (10) hours per week. These are unpaid positions.

The Death Penalty Clinic is a law practice engaged in direct representation of individuals facing capital punishment. Interns will have the opportunity to work with faculty, the Clinic paralegal, and law students. They will be held to the same confidentiality requirements as faculty, staff, and law students in the Clinic.

As an intern, you must be:

- -dependable in terms of your time commitment
- -trustworthy because of the serious responsibility of working on capital cases
- -detail-oriented to best support the Clinic and, ultimately, our clients

Responsibilities include, but certainly are not limited to:

- -inventory and analyzing files
- -researching news databases
- -exhibit and pleading organization
- -extensive filing
- -assisting in record preservation and management
- -updating our records database

As an intern, you will be exposed to the realities of working on a capital case and engage in projects that contribute to the professional work of the organization.

For more information regarding the Clinic, see our website at https://www.law.berkeley.edu/clinics/death-penalty-clinic/.

To apply, please email your resume and a cover letter explaining your interest to Heather Canfield, Clinic Paralegal, at hcanfield@clinical.law.berkeley.edu by Monday, August 13, 2018, at 8:00 am. Materials should be submitted in PDF format and should include your last name in the file name.

Selected applicants will be invited to interview, either telephonically or in person, and may be asked to attend an in-person orientation during the fall semester.