

# Career Opportunity: Internship – Judicial Community Engagement

Vacancy Announcement #2019-09



## Position Details

<b>Title and Type:</b>	Internship, 1-2 years Part-time - Full-time
<b>Vacancies:</b>	One
<b>Location:</b>	Minneapolis, Minnesota
<b>Start Date:</b>	June 10, 2019 (flexible)
<b>Salary:</b>	\$18/hr + paid time off, benefits eligible

**Closing Date:** Open until filled.  
Preference will be given to resumes received by Friday, April 12, 2019, at 5:00 p.m. Central Time.

Open to U.S. citizens. Position contingent upon a satisfactory background check. Info regarding benefits, retirement, and federal insurance programs available upon employment. Employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit.

An equal opportunity employer.

### To apply, follow the instructions below:

- Attach one PDF document, containing
  - A cover letter;
  - Resume; and
  - One (1) letter of recommendation from a professor.
- Add "Internship – Judicial Community Engagement" in the email subject line.
- Email the PDF document to [Rebeccah\\_Parks@mnd.uscourts.gov](mailto:Rebeccah_Parks@mnd.uscourts.gov).

## OVERVIEW OF THE DISTRICT OF MINNESOTA

The United States District Court for the District of Minnesota is committed to planning and hosting programs throughout the year that engage the community on a wide variety of topics and make the court and legal experience accessible to all. The District of Minnesota is rich with culture and celebrates diversity through lectures, guest speakers, educational exhibits and social events.

## INTRODUCTION

Seeking a Judicial Community Engagement Intern to aid in the court's efforts to engage the community on a variety of legal and civic topics. The position offers flexible hours, with full-time work in the summer and part-time work during the academic year. The duties of this newly created internship are dynamic and will require the ability to multi-task, communicate professionally with members of the court and public, and think creatively about ways to leverage social media to further the interests of the court. **Must be currently enrolled in an accredited college, preferably with a concentration in journalism, communications, pre-law, public affairs, political science, history, English, criminology, urban studies, gender studies or related field.**

## REPRESENTATIVE DUTIES

- Attend public events and outreach functions to further the court's goal of engaging the community on a variety of legal and historical issues;
- Utilize various social media and web-based platforms to communicate with the public;
- Create unique and engaging content for the court's social media account;
- Attend naturalization ceremonies on behalf of the court;
- Create, edit, and disseminate educational court material as directed;
- Attend a variety of types of hearings in civil, criminal, and bankruptcy cases to develop familiarity with the judicial process;
- Shadow a courtroom deputy, an Assistant United States Attorney, an Assistant Federal Public Defender and a Probation Officer to develop understanding of the criminal justice system;
- Utilize Microsoft Office Suite to create and edit various documents;
- Perform basic social science, historical, statistical, and other research to support judicial, legal, professional, and/or administrative staff;
- Organize, summarize and disseminate material in the support of various court committees;
- Perform other duties as assigned.