



### **The ILF's New York Summer Internship Program**

Established in 2001, the ILF is a leading global advocate for the right to counsel. Our mission is to make justice a reality for poor people by fighting to guarantee high-quality legal representation for everyone arrested or detained. Globally, we provide high quality criminal defense services, partner with civil society organizations, and build sustainable, effective legal aid institutions. The ILF is headquartered in New York, and currently has public defense offices or programming in Afghanistan, Indonesia, Myanmar, Nepal, Palestine, and Tunisia. Through the work of its dedicated public defenders, the ILF is effectively defending the most vulnerable people in societies around the world and advancing the culture and practice of lawyering on a global scale. Our work prevents human rights abuses such as torture, protects the rights of the accused, and results in access to free, high-quality, client-centered representation for indigent children and adults. For more about us, visit [www.theilf.org](http://www.theilf.org).

### **About the Internship**

An internship at the International Legal Foundation (ILF) is a strong entry point for someone exploring careers in social justice, nonprofit work, or legal services. This role is especially well suited for individuals who may not have had an internship before and are looking to build foundational professional skills in a supportive environment. Interns will gain exposure to how an international nonprofit operates behind the scenes and how strong administrative systems help deliver legal aid to underserved communities worldwide.

This internship emphasizes reliability, organization, and attention to detail. Interns play an important role in helping the organization run smoothly by maintaining accurate records and supporting day-to-day operations. While the role is primarily administrative, it offers meaningful insight into how global legal aid organizations function and how administrative work contributes to access to justice.

Interns will support ILF staff in various aspects of organizational development, including internal policy development, strengthening internal communications, supporting human resources and talent development efforts, and contributing to initiatives that enhance workplace culture and efficiency. This internship provides valuable exposure to the nonprofit sector and insight into the role of legal aid in advancing human rights and equity on a global scale.

The internship is open to undergraduate students or anyone with an interest in gaining experience in nonprofit management, human resources, and organizational development. The

ideal candidate is a team player, comfortable in a fast-paced environment, and possesses:

- Scanning, organizing, and securely filing documents (digital and physical)
- Assisting with data entry and basic data processing tasks
- Preparing, labeling, and organizing files for storage or shredding
- Supporting records management and document tracking
- Helping maintain orderly digital and physical filing systems
- Providing general office support and support on administrative duties as needed
- Assisting staff with simple operational or logistical tasks

### **Who This Is For**

This internship is open to undergraduate students or anyone interested in gaining initial experience in a nonprofit or office environment. No prior internship experience is required.

The ideal candidate:

- Is dependable, organized, and detail-oriented
- Is comfortable with repetitive but important tasks
- Is willing to learn and take direction
- Has basic computer skills and is open to learning filing systems
- Takes pride in careful, accurate work
- Has an interest in social justice or nonprofit work
- Works well as part of a team
- Values confidentiality and professionalism

### **What You'll Gain**

- Real-world experience in a professional nonprofit setting
- Foundational administrative and office skills
- Exposure to how international legal aid organizations operate
- Experience with document management and data handling
- A supportive environment to build workplace confidence and habits

### **Details:**

- ✧ **Language:** English is required; proficiency in additional languages is an advantage.
- ✧ **Funding:** The ILF Global Internship Program is unpaid, and travel expenses are not provided. Candidates are strongly encouraged to seek external funding.
- ✧ **Location:** The internship is primarily in-person.
- ✧ **Dates:** Applications are accepted on a rolling basis until positions are filled. The summer internship program will begin on Monday, June 8, 2026 and end on Friday, August 14, 2026. Summer interns are expected to intern 20+ hours per week.

### **Application Instructions:**

- To apply, please send a resume and cover letter, in English to [NY-HR@theilf.org](mailto:NY-HR@theilf.org)
- ✎ In your cover letter, briefly describe your interest in the internship, relevant skills or experiences, and what you hope to gain from the opportunity.

*Antiracism, diversity, and equity are critical to our organizational values and to the ILF's mission to secure equal access to justice for all. Our success is dependent upon providing the space, resources, and support that allow our global team to bring their full selves to work, and to thrive. The International Legal Foundation is an equal opportunity employer. We practice inclusive hiring and work to achieve and maintain diversity across races, genders, sexualities, abilities, and experiences. We strongly encourage candidates of all identities to apply. System-impacted people (i.e. people with past involvement in the criminal justice system, directly or through family) are also strongly encouraged to apply.*