

# Job Listing:

Source:

“Jobs & Fellowships.” *National Center for Lesbian Rights*,  
[www.nclrights.org/jobs-fellowships/](http://www.nclrights.org/jobs-fellowships/).

## INTERN- SAN FRANCISCO OFFICE

### Summary of Position

NCLR seeks part-time or full-time interns for our downtown San Francisco office who are interested in opportunities to:

- Learn about and assist in the daily functioning of a national LGBTQ legal office
- Participate in legal projects on the cutting edge of the intersections of LGBTQ, racial and economic justice, reproductive, and immigration issues. Work may include assisting clients fleeing persecution in their home countries with obtaining legal status in the U.S., and assisting incarcerated trans and queer people with accessing health care, safer conditions, and information to protect their legal rights.
- Contribute to the development of NCLR’s public education materials that provide life-changing information on LGBTQ rights to the community, including families, youth, athletes, educators, and prisoners.
- Collaborate with staff on planning and executing NCLR events, including Rural Pride Summits, racial justice trainings, the Annual Gala, and community events.
- Work with development staff on fundraising campaigns, donor events, and outreach to a diverse and engaged membership.
- Learn about and develop multiplatform media communications, including traditional and social media, and innovative media campaigns.

### Qualifications

- Proficient in basic office software, such as Microsoft Word and Excel
- Ability to be responsible and accountable in a fast-paced, deadline-driven environment
- Interest in issues affecting LGBTQ people and communities
- Commitment to racial justice
- Minimum 8 hours per week commitment, for 4 weeks
- Fluency in Spanish a plus

## **About the National Center for Lesbian Rights**

NCLR is a national legal organization dedicated to achieving full civil and human rights for lesbian, gay, bisexual, and transgender (LGBT) people and their families through impact litigation, public policy work, direct legal services, and community and public education. NCLR also provides support and technical assistance to attorneys who represent LGBT clients, and educates the legal profession, the LGBT community, and allied constituencies on issues affecting LGBT people. NCLR advocates for more than 5,000 lesbian, gay, bisexual, and transgender people and their families in all fifty states each year, including LGBT seniors, immigrants, athletes, and youth. Our impact litigation serves all LGBT people in the United States.

## **Compensation**

This is an unpaid internship. However, we will provide reasonable commute reimbursements. NCLR may also be able to assist students in obtaining academic credits if this option is available from their institution.

## **Application**

Please go to <https://nclr.bamboohr.com/jobs/view.php?id=6> to submit your resume and cover letter online. No telephone calls please.

*NCLR is proud to be an affirmative action employer. All interested individuals, including people of color, women, persons with disabilities, formerly incarcerated people, and persons who are lesbian, gay, bisexual, transgender, and/or intersex are urged to apply.*

## Cover Letter: NCLR Intern- San Francisco Office

**Hannah Becker**

(707) 477-5822

hannahbecker1000@gmail.com

To the Hiring Committee at the National Center for Lesbian Rights, San Francisco Office

I would love the opportunity to be an intern at the NCLR in San Francisco this summer. I will receive my undergraduate degree in Political Science in May 2019, and will begin law school at UC Hastings this Fall. As a lesbian, I have always had a particular stake and interest in protecting the rights of the LGBT community and all minority communities. I aspire to be a discrimination or human rights lawyer, and have some intern experience with legal research and projects in a family law office as well as a Prosecuting Attorney's Office. These experiences have provided a foundation that I would like to build on at the NCLR. These experiences have also provided me with skills that will make me an asset to your team, such as time management, drafting of legal documents, independent research, and a basic understanding of legal proceedings.

I am available 8 hours a week (1 day) as I would be commuting from the North Bay, and am available starting April 22nd through July 26th.

Thank you for your consideration,  
Hannah Becker

# Hannah Becker

18 Iverson Way, Petaluma CA 94952 | (707) 477-5822 | hannahbecker1000@gmail.com

## EDUCATION

### THE UNIVERSITY OF BRITISH COLUMBIA

*Bachelor of Arts in Political Science, 2019*

## PROFESSIONAL EXPERIENCE

### ACEVEDO FAMILY LAW

*Intern*

- Legal research
- Assisting with 100+ hearings and trials
- Filing with the Marin County Superior Court
- Drafting Marriage Settlement Agreements
- Maintaining files
- Secretarial duties

NOVATO, CA

*Summers of 2015 and 2018*

### FAMILY AND CHILDREN'S LAW CENTER OF MARIN

*Volunteer*

- Organizing and maintaining files
- Updating computer database
- Note-taking during client meetings
- Drafting legal documents

SAN RAFAEL, CA

*Summer of 2018*

### THURSTON COUNTY PROSECUTOR'S OFFICE

*Legal Intern*

- Drafting probable cause statements (300+)
- Compiling and organizing evidence
- Making redactions to court records
- Note-taking during trial
- Researching precedent for upcoming trials

OLYMPIA, WA

*Spring of 2018*

## Reference Requests:

To: Sandra Acevedo (sandra@acevedofamilylaw.com)  
From: Hannah Becker (hannahbecker1000@gmail.com)  
Subject: Reference Request for Legal Internship

Dear Sandy,

I'm reaching out because I'm applying to be an intern at the National Center for Lesbian Rights this summer, and I'm hoping that you're willing to be one of my references for the application. If you could attest to your firsthand knowledge of my legal skills while working at your law firm I would greatly appreciate it.

I learned a lot about legal research while working at your firm while doing casework. As you know, I will be starting law school in the fall and having another experience with legal research before I begin would be a great asset.

Thank you so much for your consideration. If you ultimately decide that you are unable to write me a letter, I completely understand. Please let me know if you need any more information or would like to speak about the letter. I have attached a copy of the job listing for your reference.

Best,  
Hannah Becker

To: Christy Peters (petersc@co.thurston.wa.us)  
From: Hannah Becker (hannahbecker1000@gmail.com)  
Subject: Reference Request for Legal Internship

Dear Christy,

I'm reaching out because I'm applying to be an intern at the National Center for Lesbian Rights this summer, and I'm hoping that you're willing to be one of my references for the application. If you could attest to your firsthand knowledge of my legal skills while working at the Thurston County Prosecutor's Office I would greatly appreciate it.

I hope that you could speak to my timeliness and efficiency while completing research projects in your office, and to the experience I gained in using legal software under your guidance. As you know, I will be starting law school in the fall and gaining more experience in the field would be a great asset to my future.

If you are unable to write the letter for any reason, I completely understand. If, however, you are able to write the letter, please don't hesitate to contact me for any further information. I have attached a copy of the job listing for your reference. Thanks for your consideration.

Best,  
Hannah Becker

To: Kris Cirby (kcirby@faclc.org)  
From: Hannah Becker (hannahbecker1000@gmail.com)  
Subject: Reference Request for Legal Internship

Dear Kris,

I'm reaching out because I'm applying to be an intern at the National Center for Lesbian Rights this summer, and I'm hoping that you're willing to be one of my references for the application. If you could attest to your firsthand knowledge of my legal skills while volunteering at the Family and Children's Law Center I would greatly appreciate it.

While volunteering at the FACLC, I gained great experience in reaching out to clients and organizing events with your staff to reach out to the community. These skills would certainly help me in the environment of another non-profit organization. They will also help me when I begin law school in the fall, and it would be an excellent opportunity for me to gain more of these skills this summer with the internship position.

Thank you for your time and consideration. If you are unable to write the letter, I understand. If you would like any more information please don't hesitate to contact me. I've attached the job posting for your reference.

Best,  
Hannah Becker