

**MASSACHUSETTS COMMISSION AGAINST DISCRIMINATION**

# **INTERNSHIP OPPORTUNITIES**



**APPLY NOW!**

# **Section I**

## **Boston Internship Opportunities**



Located at  
**MCAD Boston Headquarters**  
1 Ashburton Place  
Ste. 601  
Boston, MA 02108

**APPLY NOW!**

## Alternative Dispute Resolution (ADR)

Title: **ADR Unit Intern**                      Track: **Alternative Dispute Resolution**  
Salary: **Unpaid**                                  Vacancies: **1**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Boston Headquarters**

### Description

Intern will work with the ADR Unit Director and the ADR Unit in its efforts to help the Commission's mission of eradicating discrimination in the Commonwealth. Interns will assist mediators in preparations for mediations and conciliations, will attend and observe mediations and conciliations, will assist in collecting relevant data; including chronicling and organizing case decisions and track monetary awards decided by hearing officers as well as tracking case settlements. The ADR intern will sit in on ADR Unit meetings, and will assist in any follow-ups to the mediations or conciliations.

### Responsibilities/Major Duties

The ADR intern will:

- Develop a case law and settlement databank and keeping it current
- Develop a databank for measuring results of mediations and conciliations.
- Support pre-session preparations and post-session follow-ups, including performing necessary research and coordination with the parties and attorneys involved in the mediations or conciliations.
- Participate in ADR Unit meetings and "Best Practices" discussions, on mediations and conciliations and take part in post-session debriefing discussions.
- Organize and promote any events sponsored by the ADR Unit such as the semi-annual ADR Roundtables or any outside speaking opportunities for educating the public about the work of the MCAD.

### Preferred Qualifications

Intern candidates must be enrolled in either a law school and be in year L2 or L3 or in an MBA program, shall have an interest in understanding the various aspects of dispute resolution, in resolving disputes and in the MCAD's mission of eradicating discrimination in the Commonwealth.

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## Communications

Title: **Communications Intern**                      Track: **Office of the Commissioners**  
Salary: **Unpaid**    Vacancies: **1**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Boston Headquarters**

### Description

Interns will work with the Assistant to the Commissioners to promote the MCAD, including drafting press releases, internal and external reports, social media content, as well as assist with the development of new communications projects. Interns will also assist with the evaluation of the April 2018 Fair Housing and Civil Rights Conference and production of new multimedia campaigns geared towards educating the public about the work of the MCAD.

### Responsibilities/Major Duties

The intern will draft press releases, internal & external reports, social media content, and assist with the production of online video content geared towards educating the public on the work of the MCAD.

### Preferred Qualifications

Interest in pursuing a career in communications, marketing, civil rights / social justice, advocacy, design

**APPLY NOW!**

## General Counsel's Office

Title: **General Counsel Intern**                      Track: **General Counsel's Office**  
Salary: **Unpaid**    Vacancies: **1**

Hours: **Full Time** - Summer 37.5hr/wk

Location: **Boston Headquarters**

### Description

Interns work with lawyers in the Legal Department conducting legal research on issues in employment discrimination and assisting with preparing cases for public hearing and court proceedings. This internship is intended for law students who have completed at least two or more years of law school and who have a strong interest in civil rights and employment law.

### Responsibilities/Major Duties

Interns will support the Legal Department in numerous ways including conducting and organizing legal research, drafting discovery and legal memoranda and conducting interviews, where appropriate.

### Qualifications

Law student – 2L or 3L or recent law school graduate

### Preferred Qualifications

Strong research and writing skills. Interest in civil rights/employment law/public interest law.

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## Investigations

Title: **Investigations Intern**                      Track: **Investigations Department**  
Salary: **Unpaid**                                      Vacancies: **8**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Boston Headquarters**

### Description

Investigations Internships are offered by team. Investigations internships focus on a primary duty but also include additional duties under the investigations umbrella. When applying for an Investigations internship at the MCAD Boston Office, please rank your preferred team.

### Intake Team

#### 1. Intake Internship

Mainly tasked with interviewing walk-in *pro se* litigants alleging discrimination in employment, public accommodation and housing, and drafting the legal complaint. Based on the individual's proven skill sets and interests, other duties that may be assigned.

Intake Responsibilities/Major Duties:

- Conduct intake in person or by telephone
- Perform other administrative tasks based on the Commission's needs including scanning and indexing of investigative documents
- Though the main job function is performing intake, *based on the individual's proven skill sets and interests*, one may be given additional duties such as participating in investigations. Interns may interview witnesses, issue interrogatories, and review evidence under an investigator's supervision.

#### 2. Investigative Conference Coordination (ICCI) Internship

Within the MCAD's Investigations Unit and primarily assists and supports the 12-14 Investigators in the Boston office in regards to investigative conferences by scheduling investigative conferences, providing parties general information about conferences, scanning and indexing related documents, updating the Case Management System, and processing mail-in complaints.

ICCI Responsibilities/Major Duties

- Contacting parties regarding upcoming conferences
- Drafting and issuing cancellation/rescheduling letters
- Providing general information about conferences
- Logging information into our case management system regarding conferences
- Any other duties based on the Commission's needs as well as the individual's skill sets.
- A successful candidate would have excellent written and verbal communication skills and strong attention to detail.

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## **Administrative Team**

### **1. Administrative Support / Language Access Intern**

Administrative Support / Language Access Interns will proactively assist in office management and organizational administrative procedures. Candidate must be an organized individual to do file management and maintenance.

#### **Qualifications for Administrative Internships**

- Excellent telephone communication and interpersonal skills
- Excellent writing skills
- Superb customer service and professionalism at all times
- Attention to detail
- Ability to multi-task and perform under time pressure; and,
- Ability to speak multiple languages fluently preferred

Hours: min. 15 hr/wk Fall/Spring; 40 hr/wk in Summer

## **Housing Team**

### **1. Housing Investigative Intern**

Interns will coordinate the investigative process, including drafting correspondence, serving complaints, reviewing and summarizing investigative records from other municipal and state agencies, and scheduling investigative conferences and mediations. Responsibilities will include: assisting housing compliance officers and supervisors with conducting interviews, preparing document requests and keeping records of investigative progress pursuant to MCAD's HUD grant. Requires strong attention to detail and excellent organizational skills.

### **2. Housing Testing Intern**

Interns will work directly with the Housing Director to draft, coordinate and conduct fair housing testing in suspected cases of housing discrimination. Intern will review online apartment listings for discriminatory advertisements, and also assist in drafting Commission-initiated Complaints. Requires excellent writing, organizational and analytical skills.

### **3. Housing Projects Intern**

Projects Interns working directly with the housing supervisor and Director, will assist with monthly and quarterly reports, conduct legal research and respond to phone calls from constituents. Position requires excellent interpersonal, writing, and organizational skills.

#### **Qualifications for all Investigations Internships**

- Excellent communication and interpersonal skills
- Excellent writing skills
- Superb customer service and professionalism at all times
- Attention to detail; and
- Ability to multi-task and perform under time pressure

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### Preferred Qualifications

- Interest in pursuing a career in housing services, legal studies, law enforcement, civil rights, employment or anti-discrimination law.
- Bilingual (Fluent Spanish, Creole, Portuguese speakers) applicants highly encouraged to apply.

## Investigations – Legal Team

Title: **Investigations Intern**                      Track: **Investigations Department -Legal**  
Salary: **Unpaid**    Vacancies: **3**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Boston Headquarters**

### Description

Interns work alongside Investigations Unit staff, conducting investigations for complaints of discrimination in employment and public accommodations. Responsibilities include intake, drafting complaints, marshalling and analyzing evidence, preparing interrogatories and interviewing parties and/or witnesses, managing cases, and drafting recommendations of findings pursuant to the MCAD's empowering statute (G.L. 151B) and relevant precedent.

### Responsibilities/Major Duties

Interns will be in charge of supporting the work of the Boston Investigation Department through the responsibilities described above.

### Qualifications for all Investigations Internships

- Excellent communication and interpersonal skills
- Excellent writing skills
- Superb customer service and professionalism at all times
- Attention to detail; and
- Ability to multi-task and perform under time pressure

### Preferred Qualifications

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Interest in pursuing a career in civil rights/ public interest law, working at the MCAD, law students.

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## Operations and Finance

Title: **Operations and Finance Intern**  
Salary: **Unpaid**

Track: **Operations and Finance Department**  
Vacancies: **1**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Boston Headquarters**

### **Description**

The Operations and Finance intern will work with the Chief of Operations and Finance (COF) and the Fiscal Officer in addressing all areas of agency operations, including budgeting, accounts payable, accounts receivable, human resources and agency operations. The Operations and Finance intern will assist in creating accounting/asset spreadsheets, the revision of the agency's Internal Controls Policy, updating the agency's physical inventory list, and assisting the COF and Fiscal Officer in the day-to-day operations of the agency.

### **Responsibilities/Major Duties**

The Operations and Finance intern will assist in creating spreadsheets, drafting internal operational procedures, updating the agency's physical inventory list, researching payables and assisting in drafting budget documents.

### **Preferred Qualifications**

Interested candidates should have the ability to work independently, have excellent writing skills, ensure detail in their work. Candidates must be proficiency in Word and Excell and have knowledge of Access. Ideal candidates will have an interest in pursuing a career in Government finance and/or budgeting, management and Human Resources.

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## Training

Title: **Training and Outreach Intern**      Track: **Training Unit**  
Salary: **Unpaid**      Vacancies: **1**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Boston Headquarters**

### Description

Interns will proactively work to eliminate discrimination in the Commonwealth by supporting the Training Unit in executing 90 min. “Know Your Civil Rights” trainings for communities throughout the Commonwealth. Interns will conduct and coordinate trainings, maintain compliance data and reporting, and communicate with constituents. This role will require some travel; however interns do not need to have access to a car. In addition, interns in this track will be able to sit-in on all external trainings and internal trainings at the Commission.

### Responsibilities/Major Duties

The intern will be in charge of reaching out to constituents throughout the Commonwealth to schedule “Know Your Rights” trainings as well as conduct them later in the semester.

### Preferred Qualifications

Interest in pursuing a career in education/teaching, training, diversity and inclusivity, or HR

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## Section III

# Springfield Internship Opportunities



Located at  
**MCAD Springfield Office**  
436 Dwight Street, Room 220  
Springfield, MA 01103

**APPLY NOW!**

## General Counsel's Office

Title: **General Counsel Intern**  
Salary: **Unpaid**

Track: **General Counsel's Office**  
Vacancies: **1**

Hours: **Full Time** - Summer Only

Location: **Springfield Office**

### Description

Interns assist with evaluating legal strategy, preparing discovery requests and responses, interviewing witnesses, conducting legal research, drafting legal documents, and hearings and court proceedings. The internship is for law students who have completed at least two years of law school or law school graduates.

### Responsibilities/Major Duties

Interns will be in charge of supporting the work of the Boston Legal Department through the responsibilities described above.

### Qualifications

Law student – 2L or 3L

### Preferred Qualifications

Interest in pursuing a career in civil rights/public interest law, working at the MCAD

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## Investigations-Legal Internship

Title: **Investigations Intern Internship** Track: **Investigation Department- Legal**

Salary: **Unpaid** Vacancies: **1**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Springfield Office**

### Description

Legal interns conduct investigations into discrimination claims regarding workplaces and places of public accommodation, including requesting documentation and evidence from parties, reviewing case files, and drafting recommendations regarding whether probable cause exists. Requires excellent writing and analytical skills. Minimum of two full weekdays each week from 8:45 a.m. to 5 p.m. during the fall and spring semesters (time can be taken over the course of the week); full-time during the summer is preferred.

### Responsibilities/Major Duties

Interns will be in charge of supporting the work of the Boston Enforcement Advisor unit through the responsibilities described above.

### Qualifications for all Investigations Internships

- Excellent communication and interpersonal skills
- Excellent writing skills
- Superb customer service and professionalism at all times
- Attention to detail; and
- Ability to multi-task and perform under time pressure

### Preferred Qualifications

Interest in pursuing a career in civil rights/ public interest law, working at the MCAD, law students.

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## General Counsel's Office

Title: **General Counsel Intern**  
Salary: **Unpaid**

Track: **General Counsel's Office**  
Vacancies: **1**

Hours: **Full Time** - Summer Only

Location: **Springfield Office**

### Description

Interns assist with evaluating legal strategy, preparing discovery requests and responses, interviewing witnesses, conducting legal research, drafting legal documents, and hearings and court proceedings. The internship is for law students who have completed at least two years of law school or law school graduates.

### Responsibilities/Major Duties

Interns will be in charge of supporting the work of the Boston Legal Department through the responsibilities described above.

### Qualifications

Law student – 2L or 3L

### Preferred Qualifications

Interest in pursuing a career in civil rights/public interest law, working at the MCAD

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## Section IV

# Worcester Internship Opportunities



Located at  
**MCAD Worcester Office**  
484 Main Street, #320  
Worcester, MA 01608

**APPLY NOW!**



## General Counsel's Office

Title: **General Counsel Intern**  
Salary: **Unpaid**

Track: **General Counsel's Office**  
Vacancies: **1**

Hours: **Full Time** - Summer Only

Location: **Springfield Office**

### Description

Interns assist with evaluating legal strategy, preparing discovery requests and responses, interviewing witnesses, conducting legal research, drafting legal documents, and hearings and court proceedings. The internship is for law students who have completed at least two years of law school or law school graduates.

### Responsibilities/Major Duties

Interns will be in charge of supporting the work of the Boston Legal Department through the responsibilities described above.

### Qualifications

Law student – 2L or 3L

### Preferred Qualifications

Interest in pursuing a career in civil rights/public interest law, working at the MCAD

**APPLY NOW!**

## Investigations

Title: **Investigations Intern**                      Track: **Investigation Department**  
Salary: **Unpaid**                                      Vacancies: **1**

Hours: **Full Time** (Summer) / **Part-Time** (15-20 hr/wk) (Fall/Spring)

Location: **Worcester Office**

### Description

Interns will proactively assist in office management and organizational administrative procedures. Candidate must be an organized individual to do file management and maintenance.

### Responsibilities/Major Duties

Interns will be in charge of supporting the work of the Boston Enforcement Advisor unit through the responsibilities described above.

### Qualifications for all Investigations Internships

- Excellent communication and interpersonal skills
- Excellent writing skills
- Superb customer service and professionalism at all times
- Attention to detail; and
- Ability to multi-task and perform under time pressure

### Preferred Qualifications

Interest in pursuing a career in housing services, legal studies, law enforcement, civil rights, employment, or anti-discrimination law. Bilingual (Fluent Spanish, Creole, Portuguese Speakers).

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