New Jersey Division on Civil Rights
Policy & Legislative Opportunity
Summer 2024 Internship Application

The New Jersey Division on Civil Rights (DCR) seeks two highly motivated students with a passion for protecting civil rights to work with its Policy Unit. This is a unique opportunity to gain experience in the policy and legislative process and work on cutting edge civil rights issues. This is an unpaid position, but applicants may seek funding from other sources or credit from their school if eligible. The Policy Unit seeks **one algorithmic fairness intern** and **one legal intern**.

Interns will conduct legal and policy research and analysis, draft memoranda, and develop informational materials to inform community members of their legal rights. Illustrative projects include working with the Policy Unit to develop strategies to: 1) prevent and remedy employment and housing discrimination resulting from the utilization of artificial intelligence tools; 2) mitigate and address language discrimination; 3) address bias and discrimination impacting youth; or 4) address disability discrimination. The algorithmic fairness intern will work exclusively on DCR's developing artificial intelligence (AI) initiative.

DCR is the Division in the New Jersey Attorney General's Office responsible for combating discrimination and addressing hate and prejudice in New Jersey. DCR enforces New Jersey's Law Against Discrimination (LAD), the oldest state civil rights statute in the country, as well as the New Jersey Family Leave Act (NJFLA) and the New Jersey Fair Chance in Housing Act (FCHA). DCR's **Policy Unit** is responsible for the Division's proactive policy initiatives aimed at preventing and eliminating discrimination under the New Jersey Law Against Discrimination (LAD). This includes drafting regulations, publishing policy and legal resources for the public, engaging in legislative advocacy, issuing reports to raise the profile of civil rights issues in New Jersey, and more.

Qualifications for Algorithmic Fairness Intern:
- Undergraduate or graduate coursework in computer science, artificial intelligence, machine learning, public policy, information technology, data privacy, or related fields.
- Applicants must have completed at least the equivalent of **four semesters** of college coursework (not including high school AP classes) by the time they begin this internship.
- Applicants should be hardworking and have strong writing skills, attention to detail, and a commitment to preventing and eliminating discrimination and bias.

Qualifications for Legal Intern:
- Completion of a minimum of **one year** of law school by the time they begin this internship.
- Applicants should be hardworking and have strong writing skills, attention to detail, and a commitment to preventing and eliminating discrimination and bias.

To apply, please submit the following application materials here or email summerintern@njcivilrights.gov and include Policy Unit Intern in the subject line:

(1) Cover letter, indicating a preference for the algorithmic fairness intern or legal intern position;
(2) Resume;
(3) Brief writing sample of no more than 5 pages that is unedited by others; and
(4) Unofficial transcript

This is an unpaid opportunity. Interns will be permitted to work either remotely, hybrid, or from DCR's Newark office.

Preference will be given to applicants with: a strong knowledge of, commitment to, and experience in civil rights, including lived experience; excellent legal research and writing skills; research, coursework, or experience with automated decision-making systems (only for algorithmic fairness intern).

Please note that you must complete a Confidential Background Investigation Clearance Form if you intend to accept an offer for a position in the internship program.

Please visit our website to learn more about us: www.njcivilrights.gov