

**The Kenneth G. Standard Diversity Internship Program
TAKEROOT JUSTICE**

Diversity Internship Committee

Chair:

Tatiana Medina, Esq.

Members:

Anne Atkinson, Esq.

Naomi K. Hills, Esq.

Barbara Levi, Esq.

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Steven Nachimson, Esq.

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Executive Committee

Chair, 2022 Term

Naomi K. Hills, Esq.

Diversity Internship Program Goals

To increase the representation of lawyers and students from a diverse range of backgrounds in corporate legal departments, and to provide students from a diverse range of backgrounds with an opportunity to experience in-house legal practice. The ultimate goal of the Kenneth G. Standard Diversity Internship Program (“the Program”) is to create a network and forge relationships which will foster greater diversity in corporate legal departments throughout New York State. Through the Program student interns will be provided a meaningful and appropriately supervised work experience by host companies working in partnership with the NYSBA Corporate Counsel Section’s Diversity Internship Committee (the “Internship Committee”).

Eligible Candidates

Students must be from under-represented groups attending a participating law school and capable of fulfilling the requested work hours and responsibilities. A letter of interest with a discussion about your personal commitment to diversity in the legal field and how being from an under-represented group has impacted you, along with a writing sample will be required upon application. All application must be submitted in one single pdf.

Host Company:

**TakeRoot Justice
Transactional Internship for Summer 2023**

Deadlines:

Current 2Ls	December 1, 2022
Current 1Ls	Between December 1, 2022 & February 1, 2023

Applications will be accepted and processed on a rolling basis.

TakeRoot Justice (“TakeRoot”) seeks a law student who has relevant experience and/or has completed relevant coursework from a New York law school who is interested in a paid summer fellowship in which she/he/they will provide transactional legal services to grassroots nonprofits, small businesses, and worker cooperatives. TakeRoot Justice’s mission is to advance grassroots community groups’ campaigns for economic, racial and social justice by providing legal, technical, and research support.

The intern will work in the capacity-building legal practice area within TakeRoot. She/he/they will help support TakeRoot’s counseling of (i) groups of workers establishing worker-owned cooperative businesses and established worker-owned cooperative businesses in connection with incorporation, governance and other matters; (ii) small businesses in connection with commercial lease review and negotiations; and (iii) grassroots organizations, including nonprofits and unincorporated associations, in connection with incorporation, tax exemption and compliance with corporate, employment, tax and other laws.

This internship funding is provided by both the New York State Bar Association’s Corporate Counsel Section and TakeRoot. The internship will begin in late May. We expect interns to work 40 hours per week for a minimum of ten weeks. The intern will receive a total of \$7,000 for the internship. The intern will need to attend any of the Corporate Counsel Section Internship Program related meetings/receptions (there is currently one reception, typically in August, to honor interns, law schools, and host organizations).

We will accept and process applications on a rolling basis from current 2L students through December 1, 2022, and from 1L students from December 1, 2022 to February 1, 2023. Applications will be accepted by e-mail only, directed to Cheryl Walker at jobs@takeroojustice.org *and* KGSDiversityInternshipProgram@gmail.com, and should include the student application form (attached), cover letter, resume, and a writing sample. The cover letter should address your personal commitment to diversity and how being from an under-represented group has impacted you. Please indicate any foreign language skills you have. Please write “**Summer 2023 TakeRoot Transactional Internship Application**” in the subject line of the e-mail. Due to the volume of applications we receive, we are not able to respond to e-mails following up on previously submitted applications. Applicants who are selected for an interview will be notified by e-mail.

TakeRoot Justice is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under the law.

TakeRoot encourages applications from people with diverse backgrounds, including, but not limited to, women, people of color, immigrants, people with disabilities, LGBTGNCNBQI+ people, people from low-income backgrounds, people of all ages and people with personal experience with the criminal justice system. We strongly encourage applications from people who have had lived experience in the communities we serve. TakeRoot believes that diversity and inclusion are critical to our success, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool.

Program’s Scope

Program Term Start Date	Late May 2023
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Student Intern Responsibilities

- Submit the following to the Internship Committee in one single pdf:
 - Student Application Form (attached hereto);
 - Cover letter with a discussion about your personal commitment to diversity in the legal field and how being from an under-represented group has impacted you;
 - Resume; and
 - Writing sample.
- Complete a ten-week internship (350-400 hours; approximately 35-40 hours per week) with an assigned host company
- Attend any Program related meetings/receptions
- Participate in the Reception Project
- Complete an evaluation of the Diversity Internship Program

Host Company Responsibilities

- Commit to the sponsorship of the intern
- Identify a contact person for the Program
- Screen and interview student candidates during the designated time period
- Designate an attorney to serve as a Mentor for the student intern who will work with, consult, advise, and guide the student intern during his/her tenure with the Host Company in the same manner as they do with other interns and new lawyers
- Exercise diligence and sensitivity to ensure that meaningful work assignments equivalent to those assigned to other interns and young lawyers are delegated to the student intern
- Evaluate and provide feedback to the student intern as company would with any other law intern working for them
- Complete an evaluation of the Program and provide any information relevant to the Program requested by the Internship Committee

Internship Committee's Responsibilities

- Under the 50/50 Split Program, provide up to \$3.5k toward the student intern's compensation to the host company

**New York State Bar Association, Corporate Counsel Section
Kenneth G. Standard Diversity Internship Program
Student Application Form – TakeRoot Justice**

Name: _____

Address: _____

Telephone: _____

Email: _____

Areas of interest (if applicable):

I agree to participate in the Diversity Internship Program, which shall require:

- Completion of a ten-week internship (350-400 hours; 35-40 hours per week) with assigned Host Company
- Attendance at Diversity Internship Program related meetings and/or receptions
- Completion of an evaluation form rating the Diversity Internship Program
- Granting to the New York State Bar Association (“NYSBA”), its Corporate Counsel Section and affiliated Committees the unrestricted right and permission to use, re-use, publish and republish my name, image, likeness and/or biography, which may be included intact or in part, through any and all media now or hereafter known, in connection with the activities, services, advertisements, promotion or any other purpose whatsoever related to the Internship Program. Such irrevocable grant of rights shall be effected by submission of this application.

Signature: _____

Date: _____

Application Process

Submit the following application materials via email in **one PDF** to the Internship Committee:

- 1) Application Form;
- 2) Letter of Interest;
- 3) Resume; and
- 4) Writing sample.

Save the PDF file under *TakeRoot Justice, 2023, (Last Name, First Name)*

Please use the subject line: TakeRoot Justice Internship 2023 Application.

Internship Committee - Contact Information:

New York State Bar Association (NYSBA), Corporate Counsel Section
Diversity Internship Committee, Kenneth G. Standard Diversity Internship Program
Email: KGSDDiversityInternshipProgram@gmail.com