



## **INTERNSHIP ANNOUNCEMENT**

### **Part-Time Legal Intern**

The Hawai'i Workers Center (HWC) is a nonprofit 501(c)(3) organization whose mission is to be a resource for information, education, training, organizing, and leadership development primarily for unorganized and low-wage workers. We envision a Hawai'i in which all workers are empowered to exercise their right to organize for their social, economic, and political well-being.

### **Position Description**

We seek an energetic Part-Time Legal Intern. The first of its kind through the generous support of the Hawai'i Justice Foundation, this position is responsible for legal research and education on issues including, but not limited to, labor, immigration, and housing.

The Legal Intern will contribute to our focus on base building (outreach, recruitment, and engagement), leadership development, and campaign participation of volunteers, especially in worker outreach and education, including Know Your Workers' Rights training and Wage Theft Clinics providing education regarding the wage theft claim process.

The Legal Intern will also conduct research on policies and case studies of stronger enforcement against wage theft and other workers' rights violations, including, but not limited to, the creation of the Office of Labor Standards Enforcement in San Francisco County in California, and the gaps that exist in the current Hawai'i State Department of Labor and Industrial Relations, to inform the development of other policies and organizing strategies.

The legal intern will continue to be co-supervised by the Executive Director and one of HWC's volunteer lawyers.

### **Key Functions**

- Conduct legal research on policies with a primary focus on employment law, civil rights law, and immigration law
- Assist in preparation and conduct of workshops (Know Your Workers' Rights, Wage Theft Clinics, Expungement Clinics, Habeas Corpus filings, etc.)
- Draft legal documents (memos, briefings, etc.) on policy changes in employment and immigration law for distribution to workers and advocates
- Assist in documenting and reporting workers' rights violations to state and federal agencies including, but not limited to, the Hawai'i State Department of Labor and Industrial Relations, U.S. Department of Labor, and Hawai'i Occupational Safety and Health
- Report to the Executive Director

**Working Conditions**

- 10 hours per week
- May require working evenings, weekends, and holidays depending on event schedules
- Access to a car or reliable transportation to get to the HWC office and activities
- Other related duties as assigned

**Qualifications**

- Required enrollment in an accredited law school (J.D. program)
- Preferred Oral and written fluency in other languages connected to the COFA or Filipino community

**Pay Rate:** Hourly pay at \$25/hour

**Category:** Limited term position, non-exempt, maximum of 10-18 hours week (option to work more hours during academic breaks).

**Reports To:** Executive Director

**Starting Day:** Immediate

**Application Deadline:** Hiring immediately

**How to Apply:** Send your resume with at least two references (past employer, academic, personal, etc.) with cover letter to [contact@hawaiiworkerscenter.org](mailto:contact@hawaiiworkerscenter.org)

**Disclaimer:** The statements in this description represent typical elements, criteria, and general work to be performed. They are not intended as an exhaustive list of all responsibilities, duties, and skills required for the job.

**Application Process**

Interested candidates should submit their resume, cover letter, and references (past employer, academic, personal, etc.) to [contact@hawaiiworkerscenter.org](mailto:contact@hawaiiworkerscenter.org). Review of applications will begin immediately and continue until the position is filled.

We are an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.