



**New Jersey Division on Civil Rights
Policy & Legislative Opportunity
Fall 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, serving as either an algorithmic fairness intern or legal intern. 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, ideally starting in September, but applicants may seek funding from other sources or credit from their school if eligible. Applicants must commit to a minimum of 10 weeks for 12-15 hours per week.

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 address algorithmic discrimination; draft educational materials to explain disparate impact discrimination; and assess the potential impact of proposed legislation on the civil rights of people in New Jersey. The algorithmic fairness intern will work primarily 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 may include current law students.
- Proficiency using Microsoft Office Suite or Canva, preferred.
- 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 to emily.armbruster@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

Interns will be permitted to work either remotely or on a hybrid schedule 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 or policy 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

The Attorney General's Office is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. State law prohibits discrimination in hiring or employment on the basis of race, creed, color, national origin, ancestry, age, marital status, civil union status, domestic partnership status, affectional or sexual orientation, genetic information, pregnancy or breastfeeding, sex, gender identity or expression, disability or atypical hereditary cellular or blood trait of any individual, or because of the liability for service in the Armed Forces of the United States or the nationality of any individual, or because of the refusal to submit to a genetic test or make available the results of a genetic test to an employer. For more information, click here: www.nj.gov/oag/diversity-inclusion/reports.html.