



CIVIL RIGHTS LAW CLERK

Organization:

The Council on American-Islamic Relations, Minnesota (CAIR-MN) is a 501(c)(3) nonprofit organization located in Minneapolis, Minnesota. Founded in 2007, it is the state's only Muslim civil rights and legal advocacy organization. It provides free legal services to Minnesota Muslims and other racial, religious and ethnic minorities. Cases include employment discrimination (discrimination in hiring and firing, hostile work environments, and denial of religious accommodation), school bullying and harassment, land use opposition, hate crimes and vandalism, racial and religious profiling, extra-judicial exile and others.

There has been a tremendous growth of CAIR-MN's name and reputation in the community since its founding in 2007. CAIR-MN frequently appears in local news media. CAIR-MN was named a 2010 "Difference Maker" by the *St. Cloud Times*, received the 2011 Nonprofit Mission and Excellence Anti-Racism Award from the Minnesota Council of Nonprofits and MAP for Nonprofits, named the 2012 CAIR Chapter of the Year, selected for Minnesota Philanthropy Partners' 2013 "Nonprofits to Know," featured in Rochester Diversity Council "What Works," and was awarded the 2013 American Bar Association pro bono award.

Duties and Responsibilities:

- Counsel and communicate with diverse clients, often whose primary language is not English, who believe they have been discriminated against on the basis of their race, ethnicity, or religion.
- Research employment law, constitutional law, workers' compensation law, national security laws, etc.
- Legal writing, including but not limited to, drafting demand letters, rebuttal statements, and complaints to administrative agencies.
- Attend meetings with attorneys for client intake.
- Attend Civil Rights Department meetings.
- Communicate with administrative agencies (i.e. Equal Employment Opportunity Commission, Minnesota Department of Human Rights) about cases.
- Keep detailed records of client communication in CAIR-MN database, CAIR-National database, and hard copy files.
- Complete various projects for Civil Rights Department.
- Other duties as assigned.

All CAIR-MN interns and law clerks are required to assist in general duties such as answering phones, assisting with office management and cleanup, assisting with special projects such as conferences, conventions, mass mailing, and other CAIR-MN events.

CAIR-MN interns and law clerks may be asked to participate in events outside of normal business hours as instructed by CAIR-MN Management.

Qualifications:

- Current law school student or graduate.
- Sensitivity in working with clients who have faced discrimination.
- Sound legal research and analysis skills.
- Strong written communication. One semester of legal research and writing preferred.
- Demonstrated time-management and multi-tasking abilities.
- A proactive disposition showing interpersonal skills.
- Ability to handle concurrent assignments and meet deadlines.
- Must be able to work well independently.
- Support of the mission of the Council on American-Islamic Relations.

To Apply:

Submit resume and cover letter to:

CAIR Minnesota

Email: info@mn.cair.com