



U.S. EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
Los Angeles District Office

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2020

Intern and Volunteer Opportunities at the Los Angeles District Office

The Legal Unit of the U.S. Equal Employment Opportunity Commission (“EEOC”), Los Angeles District Office provides an intern and volunteer program which offers a variety of opportunities for law students to gain valuable work experience. These internships enhance the legal skills of law students and further the education of all students. Interns and volunteers assist EEOC Attorneys in all phases of litigation, including participating in law and motion and EEOC trials. Interns and volunteers work at the EEOC legal offices in Los Angeles, Las Vegas, San Diego and Honolulu. Prospective interns and volunteers should contact Derek Li, Senior Trial Attorney / EEOC Volunteer / Internship Coordinator at (213)894-1077 or derek.li@eeoc.gov.

Legal Internship and Volunteer Opportunities

Interns or volunteers assist EEOC Attorneys and staff in all phases of litigation of federal civil rights cases. Interns and volunteers prepare legal memorandum, draft motions and discovery requests, assist in depositions, and assist in trial preparation. The interns and volunteers often accompany EEOC attorneys to attend depositions, hearings, and trials. Formal training and instruction are ongoing to educate the volunteers in various substantive legal areas.

Students who have completed at least one year of law school may be eligible to intern or volunteer. The internship program consists of three internship periods per year – Fall semester, Spring semester, and Summer internship. Summer internships are generally full-time; and internships during the school year can be either full or part time. Post-graduate volunteer opportunities are available as well.

The EEOC does not pay a stipend or salary to their interns or volunteers. However, summer interns often are able to obtain Public Interest Law Foundation (PILF) or other private funding. Interns and volunteers can also receive credit through their law school. Students should contact their law school and PILF for more information.

To be considered for this type of internship, the applicant should submit a cover letter, resume, writing sample, list of references, and a copy of the student’s transcript (uncertified transcript is acceptable) to the EEOC. If academic credit is desired, then the student should contact his or her law school about the requirements to receive academic credit. Upon receipt, this information will be forwarded to the appropriate attorneys for review and consideration. For the summer internship, resumes should be submitted by mid-February directly to the EEOC or by the deadlines set for the Southern California Public Interest Career Day at UCLA. For internships during the school year, resumes should be submitted at least two months before the end of the preceding semester.

The EEOC looks forward to working with you to ensure equal employment opportunities for all.