

Law Student Intern (Summer 2018)

Vital Strategies

Vital Strategies, based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at www.vitalstrategies.org to find out more about our work.

The Position

Vital Strategies is seeking qualified candidates for the position of Law Student Intern (Summer 2018). This position will be located in New York, but remote work may also be considered for an exceptional candidate.

Overall Role

This position reports to the In-house Legal Counsel and is responsible for providing support and advice to the Legal Department and to the entire organization under the direction of the In-house Legal Counsel.

Specific Duties:

- Assist with legal research of federal statutes, particularly with regards to labor and employment regulations, compliance law, and tax regulations
- Provide support for contract drafting, negotiation, review, and revision
- Aid in developing risk mitigation strategies and identifying legal liabilities
- Prepare and deliver trainings on legal topics of benefit to the organization
- Provide legal support and assistance to international offices as required
- Assist the In-house Legal Counsel with the rollout of the strategic vision for the Legal Department
- Other legal duties as assigned

Qualifications and skill set:

- Student (1L, 2L, or LLM) at an ABA accredited law school
- Proven interest in public interest, nonprofit, or corporate law
- Strong interpersonal skills, including ability to explain legal issues to non-lawyers
- Highly attentive to detail
- Experience working in an international setting or international organization
- Ability to prioritize tasks and work efficiently with sometimes minimal supervision

- Determination and drive to see tasks through to the end
- High level of professionalism

This is a paid position supervised by a bar certified attorney.

How to apply:

Please send CV and a cover letter to hr@vitalstrategies.org indicating the position applied for in the subject line.

Closing date for applications: **January 15, 2018**. Only shortlisted candidates will be contacted. Applications will be evaluated on a rolling basis.