

## Job Description

**Job Title:** Legal Intern  
**Job ID:** 11452  
**Location:** Hawaii  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Temporary

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### OFFICE LOCATION

Honolulu, HI

### ABOUT US

The Nature Conservancy is the world's leading conservation organization, working in all 50 states and more than 33 countries. Founded in 1951, the mission of The Nature Conservancy is to preserve the plants, animals and natural communities that represent the diversity of life on Earth by protecting the lands and waters they need to survive.

### POSITION SUMMARY

The Nature Conservancy is entering its fourth year of offering internships intended to increase the diversity of our staff. Our 2010 Summer Diversity Internship program seeks to enrich and diversify the field of conservation through paid internship opportunities to students currently underrepresented in the conservation field. The internships offered cover a wide range of fields and are available in locations throughout the U.S. and will begin June 7, 2010.

### ESSENTIAL FUNCTIONS

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- Provide legal research and writing support to team of three (3) lawyers in the Conservancy's Hawaii/Asia Pacific legal department for a variety of legal and operational issues affecting the Conservancy's Hawaii and Asia Pacific operations.
- Strong legal research and writing skills necessary.
- Strong organizational and time management skills necessary.
- Must be able to work with minimal supervision and support.

### BASIC QUALIFICATIONS

- At least one year of law school completed and an intention to receive a Juris Doctor degree from an accredited law school.
- Experience with conducting legal research and writing legal memoranda.
- Experience in supporting team of three (3) lawyers in an in-house legal department.

### ADDITIONAL JOB INFORMATION

**REQUIRED KNOWLEDGE AND SKILLS:**

- Strong legal research and writing skills necessary.
- Strong organization and personal time management skills necessary.
- Familiarity with native Hawaiian land tenure history and systems and understanding of legal issues particular to native Hawaiian rights preferred.

**COMMUNICATIONS/INTERPERSONAL CONTACTS:**

- Must have ability to work cooperatively with staff in order to complete assignments in a timely manner.
- Must have ability to formulate ideas and communicate clearly with others, both orally and in written form.
- Must demonstrate professional, positive, and approachable attitude/demeanor and discretion.
- Must be able to handle confidential information in an appropriate manner.

**BENEFITS**

The Nature Conservancy offers competitive compensation, excellent benefits, flexible work policies and a collaborative work environment. We also provide professional development opportunities and promote from within. As a result, you will find a culture that supports and inspires conservation achievement and personal development, both within the workplace and beyond.

**SALARY INFORMATION**

Undergraduate: \$10/hour

Graduate: Beginning at \$12/hour

**HOW TO APPLY**

To apply to position number 11452, submit resume AND cover letter as one document, including at least 3 references. All applications must be submitted in the system prior to midnight Eastern Time on November 13, 2009.

Failure to complete all of the required fields may result in your application being disqualified from consideration. The information entered in the education and work experience sections are auto screened by the system based on the basic qualifications of the position.

You must click submit to apply for the position. Click save if you want to be able to return to your application and submit it later. Once submitted, applications can not be revised or edited.

**EOE STATEMENT**

The Nature Conservancy is an Equal Opportunity Employer.

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