

Massachusetts Commission Against Discrimination

1 Ashburton Place
Boston, MA 02108

Internship position: **Administrative complaint processing, Public education and outreach, Discrimination complaint intake**

hours: **minimum of fifteen hours**

The Massachusetts Commission Against Discrimination (MCAD) is the state agency charged with enforcing the state's anti-discrimination laws in the areas of employment, housing, credit, education, public accommodations, mortgage, and lending. State law prohibits discrimination based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, disability, genetics, military status, and retaliation. In addition to these bases, the Massachusetts fair housing law also prohibits discrimination on the basis of children, public assistance, veteran status, and marital status.

The MCAD has offices in Boston, Springfield, and Worcester. Internships are available in the Boston and Springfield offices. Both the Boston and Springfield offices are centrally located and accessible by public transportation.

The MCAD seeks interns/volunteers to work in the following areas:

1. Administrative complaint processing (undergraduates aiming for careers in administrative work or related areas). Students assist the Commission with responding to public inquiries, legal data entry, filing of legal documents, and reception. Minimum of 10 hours per week.
2. Public education and outreach (undergraduates, law or other graduate students). Students contact organizations that serve individuals likely to experience discrimination to schedule outreach presentations, and then conduct those presentations to the public. Bilingual preferred. Minimum of 10 hours per week.
3. Discrimination complaint intake (undergraduates, law or other graduate students). Students meet with individuals to assist them to file discrimination complaints, including collecting key data and assisting them to write a narrative describing their allegations. Minimum of one full weekday each week from 8:45 a.m. to 5 p.m. (two full days preferred).

The Internship Application Process

Applicants should possess good to excellent academic standing, have an interest in civil rights, and have relevant skills to each position, such as administrative, public speaking, investigative, and legal research and writing skills. Knowledge of discrimination law is helpful, but not expected.

While there are application deadline dates set below, applications are reviewed on a first come, first served basis. Therefore, we sometimes fill all available internship slots prior to the state deadlines.

Applications for Summer Internships: The MCAD seeks full-time interns/volunteers during the summer. The deadline for summer applications is May 1; however, applications for the Napolitano Internship are due by March 15 (see below).

Applications for Fall Internships: For the fall semester, we are open to interns/volunteers who can work a minimum of 10 to 15 hours each week, as specified above. The deadline for fall applications is September 15.

Applications for Spring Internships: For the spring semester, we are open to interns/volunteers who can work a minimum of 10 to 15 hours each week, as specified above. The deadline for spring applications is January 15.

To apply for any of these positions, please submit a resume, cover letter, and writing sample. Please specify in your cover letter which position(s) you are applying for, your preferred location (Boston or Springfield), and your dates and hours of availability.