



**Office of Civil Rights & Wage Enforcement
COMMUNITY RELATIONS COMMISSION INTERNSHIP**

Office of Civil Rights & Wage Enforcement is seeking students for the position of Community Relations Commission Intern to investigate claims of discrimination and assists people who have been discriminated against by enforcing the laws that protect them. The Baltimore Community Relations Commission combats unlawful discrimination in employment, public accommodation, housing, education, and health and welfare services. Discrimination based on race, color, religion, national origin, ancestry, sex, age, physical or mental disability, sexual orientation, gender identity and expression, or marital status is illegal in the City of Baltimore.

Community Relations Commission Intern may assist in the performance of investigation of complaints; meet and interview complainants, witnesses, agency personnel and other relevant parties; and collect appropriate records, documents and other source materials to ascertain and analyze facts. The Intern will prepare reports that are well-written, thoroughly reasoned and factually accurate. She/he may also update and maintain case management records in order to report on the status of assigned investigations. **Currently this internship is unpaid, but the agency is willing to offer school credit for those approved by their degree granting institution. Selected students must commit to at least 15 hours per week.**

Qualifications:

Currently pursuing and enrolled in a Bachelor's degree program in Political Science, Criminal Justice, Sociology, Journalism, or related field with a strong interest in Civil Rights. Juris Doctor or Master's degree is desirable.

Skills & Abilities:

- Ability to review and investigate complaints, research and analyze issues, develop and draft reports, correspondence, and other written documentation using Microsoft Office.
- Ability to write clearly, thorough, organized and factually accurate investigative reports.
- Ability to communicate effectively, orally and in writing.
- Ability to establish a rapport and engender trust, with staff, supervisors, community members, law enforcement personnel, and city officials.

To Apply:

Interested candidates should submit via email a cover letter, current writing sample of five (5) pages or less, and a resume specifying relevant experience, and desire for this internship:

Jill P. Carter, Director
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