



ASSOCIATION FOR ADVOCACY AND LEGAL INITIATIVES (AALI) INTERNSHIP

AALI is seeking interns to assist in the day-to-day operations of our offices in Lucknow, Ranchi, and Azamgarh. Depending on the intern's skills, interests, and our needs, her responsibilities may include but are not limited to:

- Conducting research on relevant legislation affecting women in India and summarizing findings for distribution to both lay and professional audiences
- Maintaining and updating AALI's databases
- Tracking and analyzing local and national news related to women's legal issues
- Translating AALI's publications and informational materials between Hindi, English, and Urdu
- Providing administrative support in coordinating events, such as preparing invitations and designing informational materials
- Working with our staff to draft written products such as press releases, grant proposals, reports, fact sheets, etc.
- Attending relevant meetings, hearings, and other events and subsequently briefing AALI's staff
- Creating infographics to highlight our research and analysis
- Preparing and uploading content to AALI's website and social media platforms

In addition to the above-mentioned potential tasks and projects, interns who have completed at least one year of law school may assist our Casework and Legal Support team. Interns working with our Casework and Legal Support team are expected to maintain strict confidentiality and must agree to adhere to casework ethics. They should also expect to work outside of standard office hours, depending on the circumstances and demands of any given case. Their specific responsibilities may include:

- Supporting the intake process of case intervention, including completing case history forms and assisting survivors in completing applications
- Documenting case studies and visit reports
- Preparing initial legal drafts
- Accompanying survivors and the team to courts and police stations
- Compiling and analyzing data related to cases
- Assisting the team in conducting local and out-station fact-findings
- Typing up and translating documents related to casework, typically in Hindi and English
- Collating and maintaining case-related documents in soft and hard files

A certificate will be issued to all interns following the successful completion of their internship, based on the evaluation of their work and overall performance.

Our Work

The Association of Advocacy and Legal Initiatives (AALI) addresses the most pressing legal issues affecting women in our country, with a particular focus on combatting violence against women and advocating for women's right to choice and autonomy in relationships. We approach these issues from a rights-based perspective through legal, policy, and field research; community outreach and capacity-building; and direct legal intervention. Since the organization's founding in 1998, AALI's trainings,

publications, and legal assistance have reached a diverse constituency of lawyers, nonprofit groups, policymakers, government officials, and community members. For more information on our organization and our work, please visit our website at <http://aalilegal.org/>.

Qualification

Applicants should be self-starters with the motivation to work on substantive legal and policy topics related to women's issues, and they should be committed to AALI's mission to approach these problems from a human rights perspective. We invite applications from students, recent graduates, and professionals with an interest and/or background in law, international development, social work, women's studies, public policy, and/or related fields. Individuals with experience in web design, social media, communications, database management, relevant languages, and/or who have strong research, writing, and analytical skills are encouraged to apply. Only women are eligible to apply.

Duration

Though schedules and durations are negotiable, in order to ensure that both the intern and our organization will benefit from the internship experience, we suggest the following internship durations:

- Minimum 4 weeks short-term full-time
- Minimum 2 months short-term part-time
- Minimum 3 months long-term full-time
- Minimum 6 months long-term part-time

Based on the proposed internship duration and schedule, we will work with incoming interns to determine which projects best suit them. For example, a long-term full-time intern may be involved in our ongoing field research, whereas a short-term part-time intern will be given smaller projects such as desktop research. To give another example of a distinction between the different categories of interns, a short-term intern would be expected to take less time off than long-term interns.

Stipend

AALI will offer remuneration for expenses incurred if the intern is engaged in fieldwork; all internships are otherwise unpaid.

Application

Interested applicants should email a resume and cover letter explaining their interests and experience to hr@aalilegal.org. We also welcome supplemental materials such as brief writing samples and graphic design samples, though they are by no means required. Applications are accepted on a rolling basis, though we request that they be submitted at least two months prior to the intended start date. Though most interns choose to work with us at our head office in Lucknow, we encourage interns to consider working at our offices in Azamgarh and Ranchi. We can assist in arranging accommodations. Please note in your application if you are interested in interning at either of our branch offices.

AALI is also open to discussing tie-ups with placement cells of educational institutions. Coordinators should get in touch with us at aali@aalilegal.org to discuss the development of a structured program.