

Legal

Over the course of an eight-week paid internship in the summer of 2021, Emerson Collective will catalyze an extraordinary and talented group of college students through mentorship, enriching programs, and meaningful work experience.

Selected Interns will work out of the Emerson Collective offices in Palo Alto, California or Washington, DC. Those interning with XQ will be based in Oakland, California. Placement locations will be determined by the internship and we are unable to accommodate adjustments.

Areas of focus include, but are not limited to, communications, project support, events, policy, and research. Summer interns will also participate in weekly programming designed to develop leadership capacity and build out professional networks.

Scope

The Legal Team provides legal support for internal projects, external partnerships, and investments. A summer internship on the Legal Team provides experience in detail-oriented administrative functions and the opportunity to work alongside a team that supports the entire organization. We expect that the legal interns will demonstrate interest in a wide range of legal topics (corporate law, investments, nonprofit law, real estate, intellectual property and employment law). Legal interns will contribute to several projects simultaneously across multiple areas of law – including projects that involve drafting and reviewing contracts and investment documents, preparation of summary memos, thorough contract management and administrative support, general paralegal support, lease review, and research on various legal matters. Qualified candidates must be eager to advance their understanding of nuanced legal frameworks and be willing to dedicate time-intensive effort into our projects. Legal interns must further exhibit keen judgement, a proactive attitude, adaptability in a fast-paced and ever-changing environment, and superior time management skills. Experience with paralegal support and contract management will be advantageous. Legal interns will encounter sensitive information and are therefore expected to maintain a

high degree of professional confidentiality inside and outside of the organization. The Legal interns will work at the Emerson Collective offices in Palo Alto.

Qualifications

- All interns may encounter sensitive information and are expected to maintain a high level of discretion and confidentiality.
- Flexible and adaptive work ethic; all interns will contribute to special projects across different teams as they arise.
- Competent problem solving and confident self-starting skills
- You're passionate about social impact, particularly fighting poverty, improving schools, making government work well for all, environment, and/or immigrants' rights.
- You're intellectually curious. You love learning new things. You learn quickly and independently. You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.
- You're creative and resourceful when solving problems or completing tasks.
- You have exceptional organization skills. You have strong prioritization skills, including time management and project management skills, and always follow through.
- You have excellent written and oral communication skills, including the ability to develop materials for internal and external audiences. You can communicate complex information clearly and concisely with everyone in the organization and with external stakeholders.
- You maintain a team-oriented approach and thrive in entrepreneurial, dynamic environments. You're comfortable taking on new tasks or projects with little direction and adjusting course quickly in response to feedback.
- You have high standards for accuracy, quality, and integrity.

- You respond to new ideas, projects, and tasks with enthusiasm and a sense of possibility.

Location

- Palo Alto, California

Compensation

This is a paid internship that offers both housing and travel stipends.

Questions

Please direct any questions to internship@emersoncollective.com

Students: [Click here to apply](#)