



## HIMALAYAN CATARACT PROJECT

**TITLE:** Public Interest Law Intern

**REPORTS TO:** General Counsel

**LOCATION:** Vermont / or Remote

### ORGANIZATIONAL PROFILE

The Himalayan Cataract Project (HCP) works to cure needless blindness with high-quality, cost-effective eye care in underserved areas of the world. Thirty-six million people are blind worldwide, yet 80% of this burden is treatable or preventable. Cataract is the largest cause of blindness affecting 17 million people, who could be cured with a 10-minute, \$25 surgery. HCP is keenly focused on enduring solutions to avoidable blindness for under-resourced people and communities, not only providing critical care but strengthening local capacity to provide high-quality eye care to the underserved. HCP has offices in Vermont; the Washington, DC metro area; and a country office in Addis Ababa, Ethiopia with programs in 7 countries on 2 different continents and approximately 75 implementing partners.

Himalayan Cataract Project is expanding its team to meet new challenges; scale its current work; explore additional opportunities; and broaden its reach. We are seeking an individual with an aptitude for operating in growth environments with interest and/or experience in public interest law.

### SCOPE OF WORK

Himalayan Cataract Project is seeking a law student who is currently completing his /her 2<sup>nd</sup> or 3<sup>rd</sup> of law school and who is specializing in public interest law, global health, international law, or has experience in the NGO sector. HCP is looking for candidates who can commit up to twenty (20) hours per week and who can start as early as April 2022. HCP is looking for an individual who can, at a minimum, commit to this internship through the Summer 2022 / start of Fall 2022 academic semester.

The Public Interest Law Intern (PILI) will be paired with an experienced attorney and work on a wide array of legal, operational, and HR issues. PILI will be under the direct supervision of the General Counsel but will be expected to work closely with the Operations team and with all senior managers. The Intern will be expected to prepare internal strategy memos; help manage organizational risk; perform legal research on various domestic and international issues; work on compliance related matters; write and review memorandums; assist and advise regarding various board governance issues; and work with the team on contract preparation, analysis, and review. You will learn what it is like to be an in-house attorney for a non-profit organization.

### ESSENTIAL JOB FUNCTIONS

- Draft contracts and proofread correspondence and legal documents
- Research regulations, laws, and legal articles to assist with the preparation of reports, and legal advice
- Provide legal support to the program staff related to federal grant specific regulations.
- Maintain and update contract records and systems
- Contribute to refinement of internal policies, procedures, and manuals
- Support annual audit activity
- Assist with all charity registration obligations, filings, and internal tracking
- Perform additional duties as assigned by General Counsel

The PILI will be expected to work up to 20 hours per week and will be paid \$ 25.00 (USD) per hour.

## QUALIFICATIONS

The successful candidate will have the following experience and attributes:

- Candidate for a J.D. from an ABA accredited law school
  - 2<sup>nd</sup> or 3<sup>rd</sup> year law student preferred
  - Excellent writing, research, and analytical skills
  - Demonstrated commitment to public interest law and the mission of HCP
  - Strong self-motivation and ability to manage multiple deadlines
  - Facility for administrative work; ability to juggle multiple tasks
  - Additional work experience or exposure to nonprofit law, international law, healthcare, or experience working in the NGO sector developing and monitoring legal contracts a bonus
- **Technology:** Demonstrated experience and familiarity working with Google Workspace, Microsoft 365, Dropbox, SmartSheets, and DocuSign.
  - **Communications:** Success seeing beyond the law and able to communicate legal principles in terms that non-legal staff can understand. Strong communication skills, professional presence, personal initiative, and diplomatic inter-personal skills.

## WORKING WITH HCP

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in under-resourced communities around the world with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative, and creative thinkers with passion for our mission.

## To Apply

To apply for this position, please submit the following by April 15, 2022: 1) a cover letter that describes your interest in HCP's Law Internship program and highlights any experience and background that demonstrates your commitment to public interest work and/or public service; 2) a resume; 3) your current academic transcript; and 4) a writing sample (no more than 5 pages long) that showcases your research and writing skills.

You should direct your application to: [jobs@cureblindness.org](mailto:jobs@cureblindness.org)

HCP is an equal opportunity employer. Our organization emphasizes and promotes diversity as we believe that having a diverse staff/workforce is essential to fostering a more innovative, creative, and productive environment. We strongly encourage applications from all qualified individuals without regard to race, creed, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, socio-economic status, life experiences or military/veteran status. All qualified candidates will have a strong sensitivity to and appreciation of differences among staff and clients within our organization. For more information about HCP visit us at <https://www.cureblindness.org/>