



Spring 2020 Development Practicum

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD's foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ArchCity Defenders envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income.

While continuing to provide holistic legal advocacy to the indigent in St. Louis, ArchCity Defenders is working on broad-based change to the St. Louis region's criminal legal system. One way we advance this agenda is through the use of impact litigation. Although the litigation has become one effective tool for change, ArchCity Defenders remains dedicated to representing our clients and changing the lives of our clients on an individual basis. To this end, we provide direct representation in housing, elder, consumer, family, criminal, and other areas of the law. However, none of ACD's work would be possible without the Development team's work educating grantmakers, foundations, and donors about the organization's mission, initiatives, and services and the issues important to our client community.

The development assistant practicum offers a unique experience for a student, as there is a great deal of autonomy within this position. A successful practicum student needs to be assertive, resourceful, independent, persistent, empathetic, proactive, and flexible. They will need to take initiative, use problem-solving skills, see projects through to completion, become a strong advocate for ACD's work and mission, and feel comfortable interacting with staff, clients, and donors. ACD provides practicum students with the opportunity to become familiar with the legal and social service programs at ACD while gaining hands-on fundraising experience

Responsibilities:

- Learn about the local and national funding landscapes
- Research grants and other funding opportunities and write proposals
- Communicate with clients, staff, and donors
- Assist with planning, preparation, and support for fundraising meetings and events

- Strategize fund development approaches with the development team
- Developing positive working relationships with stakeholders to support fundraising efforts
- Providing community education regarding the mission of ArchCity Defenders
- Follow all ethical standards of NASW Code of Ethics
- Perform any other duties as assigned to help the social work and legal staff do its best work

Qualifications:

- Proficiency in Microsoft Office Suite
- Excellent interpersonal, written, and verbal communication skills
- Excellent research skills
- Detail-oriented approach to working in a team-driven organization
- High capacity for problem solving and self-direction and the ability to work independently within time constraints
- Flexible and able to respond appropriately to ACD's changing needs
- Commitment to racial and economic justice and systems change
- Cultural awareness and sensitivity toward diverse populations; awareness of structures of power, privilege, and oppression
- Knowledge of homelessness and/or the criminal legal system; best practices, particularly around economic gaps and needs; or passion to learn about these issues, systems, and resources
- Proficiency in Spanish or other languages is appreciated, but not required

All internships are unpaid, volunteer positions. However, ACD will work with students who secure funding from outside sources or to obtain class credit where available.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people who identify with historically underserved or underrepresented communities, people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants. ACD encourages applications from all individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, familial status, citizenship, disability, military or veteran status, and record of arrest or conviction.

To apply, please send a cover letter, resume, and writing sample as one PDF to Mykael Ornbaun, Grant & Program Associate, at MOrnbaun@archcitydefenders.org. Please reference [Spring 2020 Development Practicum] in the email subject line.

Applicants are encouraged to submit materials as early as possible as decisions will be made on a rolling basis. Applications will be accepted until all positions are filled.