



Operations Internship

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.

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. In order to effectively file and argue civil rights impact cases, it is necessary to have extensive knowledge of legal precedents, state and federal statutes, and county and municipal ordinances.

Although impact 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.

ACD's Operations team provides general administration and human resources support, maintains the organization's finances and facilities, collaborates with the development team, and oversees ACD's IT.

ACD is looking for an Operations Intern to support ArchCity Defenders and the Operations Team in a variety of day-to-day operations and organizational duties. This role offers exposure to a variety of office, financial, HR, and administrative tasks, providing a mutually-beneficial learning experience and introduction to an office environment

Responsibilities:

- Assist with accounts payable, accounts receivable, and running reports in QuickBooks
- Monitor supply inventory and order or request materials as needed
- Help staff with tech issues and problem solve office issues
- Ongoing office organization, including supply closets, storage areas, and physical filing
- Assist with electronic filing organization
- Maintain tidiness of the conference room, kitchen, and other shared spaces
- Assist the Operations Associate with activities and programs as needed
- Assist team with research tasks as assigned
- Support the mission of ACD and work with staff to support that mission through operations activities
- Any other duties as assigned to help the Operations team do its best work

Qualifications:

- Proficient in Microsoft Office (Outlook, Word, PowerPoint, Office 365), and PC environment
- Intermediate level skills in Excel
- Strong organizational skills
- You have a passion for financial data, operations, and procedures
- You are proactive and timely in your verbal and written communications
- Find value in being a supportive team member
- Problem solver with the ability to deliver honest and logical solutions
- Possess a strong awareness of self and others; taking notes to retain information and asking clarifying questions to ensure full understanding of expectations
- Desire to learn in an administrative/operational environment
- 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

Please visit our application links on our [Internships page](#) to obtain more information about internship requirements, application instructions, and application deadlines.

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.