



**Asian American
Bar Association
of New York**

530 Fifth Avenue 9th Fl.
New York, New York 10036
Phone/Fax (646) 653-2168
Email: main@aabany.org
Website: www.aabany.org

Broadridge AABANY Legal Internship Program

About AABANY

AABANY's mission is to foster the meaningful participation of Asian American Pacific Islanders in the legal field through the study, practice, and fair administration of law. We advance diversity and inclusion through professional development, legal scholarship, advocacy, and engagement of the AAPI community. We seek to support the legal interests and serve the needs of the AAPI community. In pursuing these goals, AABANY is committed to collaboration in the pursuit of social justice. AABANY is grateful to its Diamond sponsor, [Broadridge](#), a global technology leader, for its longstanding support of AABANY and its mission.

About the AABANY Legal Internship Program

The Broadridge AABANY Legal Internship Program offers students hands-on experience supporting the work of the Asian American Bar Association of New York, a leading voice for the Asian American legal community in the New York area. Interns work directly with AABANY staff and Committee leadership on projects spanning communications, event coverage, and member engagement, including writing event recaps, member profiles, and press materials relating to the organization's programming. The Legal Internship Program provides exposure to the operations of a nonprofit bar association while offering opportunities to build professional writing, research, and organizational skills. The program is a strong fit for undergraduate students, law students interested in law, public interest work, or the Asian American legal community more broadly. The internship is also open to recent law school graduates and new lawyers if interested. Internships are based in New York City.

Intern Responsibilities

Selected interns will have the opportunity to become involved in the following aspects of AABANY:

- Draft blog posts for recent events, interviews with prominent AABANY members, and other highlights for WE Blog @ AABANY, the official blog of the Asian American Bar Association of New York.
- Assist in drafting press releases;
- Assist in the planning, organization, implementation and promotion of conferences, panels, CLE programs and other AABANY sponsored events;
- Attend and participate in AABANY Board meetings, conferences, panels, CLE programs and other AABANY sponsored events;
- Assist in writing and research on Asian-American advancement in the legal community; and

- General assistance to the Officers and Directors of AABANY's Board, including administrative matters, fundraising, managing the website, the social-network sites, the membership database and supporting financial and treasury operations.

Intern Criteria

Candidates being considered for an AABANY internship should

- be highly motivated;
- be able to work independently with limited direct supervision;
- have excellent interpersonal skills;
- have excellent research, analytical and writing skills; and
- have excellent computer skills, including word processing, spreadsheets and website maintenance.

Length of Internship

Internships for law students are preferably for six months to one-year, although shorter periods will be considered. For undergraduates, internships for shorter periods are available, but during the school year, a minimum commitment of three months would be required. Summer internships of at least 10 weeks may be available for law students and undergraduates. Applications will be accepted on a rolling basis. The internships are filled based on AABANY's specific needs and workloads. Internships generally require a minimum of 10-15 hours per week during the school year. Part-time and full-time internships are available for summer interns, with specific dates and hours to be determined after hiring.

Location of Internship

Selected interns will need to be in New York City or in the Tri-State area within reasonable proximity of New York City during the duration of their internship. AABANY's office is located in midtown Manhattan at [530 5th Ave](#). The internship follows a hybrid schedule, with an expected in-office attendance one day per week. Interns should expect to attend various AABANY events throughout the internship, usually after work hours. Selected interns will need access to their own work space and supplies, including a computer.

Compensation

The internship is an unpaid position and thus interns will need to be able to support themselves in New York City while interning for AABANY. Accordingly, please bear in mind that accommodation and travel is expensive in New York City.

Application Instructions

To apply, you should submit via email to main@aabany.org your resume, transcript and a cover letter (1) explaining your interest in interning for AABANY and (2) setting forth your proposed start and end dates for the position.

Questions and inquiries may be directed to the Executive Director, Yang Chen, at yang.chen@aabany.org.