

## Domestic Co-op Job Description Template

### Suggested road map for domestic co-op job descriptions

1. Heading – Organization; Co-op job title; plus any noteworthy information such as:
  - a. language requirements
  - b. location (if outside Boston)
  - c. If timeframe is other than 6 months
  - d. etc.
2. Summary of organization (description of mission, people, environment, etc.)
3. Summary of job description and expectations
  - a. List or brief narrative of desired qualifications such as:
    - b. hard skills
    - c. soft skills,
    - d. personal attributes
    - e. previous experience
    - f. etc.
4. Projected Learning outcomes and professional take-away(s)
5. Hours
6. Additional Benefits
7. Additional environment/ work culture information
8. Other information
9. Quotes from former co-ops or interns

### Example of a co-op job description

Organization: **National Association of Attorneys General**

Co-op Job Title: **Conference Planner Co-op**

The **National Association of Attorneys General** (NAAG) was founded in 1907 to help attorneys general fulfill the responsibilities of their office and to assist in the delivery of high quality legal services to the states and territorial jurisdictions. NAAG's mission is: *"To facilitate interaction among Attorneys General as peers and to facilitate the enhanced performance of Attorneys General and their staffs."* NAAG fosters an environment of "cooperative leadership," helping attorneys general respond effectively - individually and collectively - to emerging state and federal issues.

The Association fosters interstate cooperation on legal and law enforcement issues, conducts policy research and analysis of issues, conducts training, and facilitates communication between the states' chief legal officers and all levels of government. The Association's members are the attorneys general of the 50 states and the District of Columbia and the chief legal officers of the Commonwealths of Puerto Rico (Secretary of Justice) and the Northern Mariana Islands, and the territories of American Samoa, Guam, and the Virgin Islands.

The National Attorneys General Training & Research Institute (NAGTRI) was created in 2007 to serve out NAAG's mission of education, research and training to Attorneys General and their

staff by providing scholarship and fee-based training courses, as well as publications on pertinent topics.

The purpose of the Association is to provide a forum for the exchange of views and experiences on subjects of importance to the chief legal officers of the states and other jurisdictions that are members of the Association; to foster interstate and state/federal cooperation on legal and law enforcement issues; to conduct policy research and analysis of issues pertaining to law enforcement and the law; to improve the quality of legal services provided to the states and territories; and to facilitate communications between the states' chief legal officers and all levels of government.

### Position Description

The co-op position supports the work of NAAG and NAGTRI and will report to the NAAG Conference Planner. Duties entail assisting with meeting coordination, including strategic planning, researching venues, managing guest lists, conducting research, and administrative support as needed.

### Specifically:

- Assist with preparing social media postings and email marketing about events
- Engage in strategic planning for upcoming events
- Research potential venues and participate in RFP process
- Craft emails to attendees and potential registrants
- Manage guest lists and membership database
- Update website as needed
- Help organize and execute workshops and events
- Aid execution of event management strategy
- Assist with design and production of meeting materials
- Data reporting and analysis
- Learn about Continuing Legal Education credits and assist with application process
- Other tasks as assigned based on the needs of the Association

### Desired Qualifications

The co-op student should have excellent computer skills including use of Excel and Adobe Acrobat, be able to handle multiple tasks, meet deadlines, exhibit an outgoing personality, think independently, and exercise tact and diplomacy. The co-op student should have the ability to work effectively in a team environment, fostering collaboration and cooperation across departments. Second time co-ops are preferred, but strong first-time co-ops will be considered.

### Projected Learning Outcomes

Upon successful completion of the co-op semester, the student should be able to independently plan and execute a meeting and have a firm grasp of crafting memos and editing contracts. They should also gain an understanding of meeting planning, associations, and the many functions of attorneys general.

Hours: 35 hours per week

### Additional Benefits:

- Co-op students will have an opportunity to job shadow at events/meetings

- Ability to seek advice and solicit projects from NAAG counsel
- Chance to attend exciting meetings on topics ranging from corruption to opioid abuse
- Washington, DC, as your home with opportunities to visit Congress, the Supreme Court, and the White House as well as see a congressional hearing or supreme court decision
- Work Culture
- Business casual dress
- Strong work-life balance priorities
- Tight-knit community and friendly atmosphere

#### Former Intern Experiences

*"It is actually a blast working for NAAG. They are very open to new ideas and want you to leave with a portfolio of work."*- Whitney, Spring 2016

*"Make the most of what you want to learn. I'm now a novice at Java coding and didn't know anything about it before the internship. Also just ask around and talk to your supervisors, if there is a specific skill you want to know or a meeting you want to go to, just make sure that they know and they'll work with you. You can customize this internship, and I really suggest you do."* Hamza, Fall 2015

*"One definite highlight of my time at the National Association of Attorneys General was my participation in the running of the 2015 Supreme Court Seminar. Throughout the two day conference it was a pleasure to be able to network with such a successful group of lawyers, many of whom offered me sound advice on pursuing law as a career."* Julian, Fall 2015