

LEGAL INTERN (CASUAL)
(10-20 hours per week)

Location: New Castle, DE

Hourly Pay Rate: \$25.00

Opening Date: October 17, 2025

Closing Date: Until filled

I. POSITION SUMMARY

The **Legal Intern** position assists the Delaware River and Bay Authority's (Authority) Legal Counsel/Chief Ethics Officer by providing support in a variety of matters arising as part of the Authority's business management and operations. This internship offers a unique opportunity to gain hands-on experience in public sector legal work including exposure to compliance, governance, ethics, contracts, policy issues, litigation, and employment matters. Under the direction of Legal Counsel, the Legal Intern will conduct research, draft documents and work on a variety of legal matters and projects that support the Authority's mission. This is a part-time position with flexible hours to accommodate the student's class schedule.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conduct legal research and draft memoranda on a wide range of topics, including contracts, real estate, regulatory compliance, and employment law
- Assist in reviewing, editing, and drafting contracts, agreements, and other legal documents
- Support the preparation of materials for litigation, administrative hearings, and board meetings
- Organize and maintain legal files, databases, and document management systems
- Monitor legislative and regulatory developments relevant to DRBA operations
- Perform other duties as assigned by the Legal Department

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Current enrollment in an accredited law school. (Employment is conditioned upon continued enrollment.)
- Strong legal research and writing skills
- Excellent attention to detail and organizational abilities
- Ability to handle confidential information with discretion
- Proficiency in Microsoft Office Suite and legal research tools (e.g., Westlaw, LexisNexis) and comfort mastering new software and research tools
- Interest in public sector, transportation, or infrastructure law is a plus
- Provide administrative support to the legal team as needed, including organizing and maintaining legal files.

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree
- Current enrollment in an ABA accredited law school.

V. ADDITIONAL INFORMATION

- Subject to a background investigation and drug test
- All employees are required to have direct deposit with a financial institution
- The position is part-time (up to 20 hours per week/1000 hours in a calendar year) with flexible scheduling to accommodate class schedule
- The internship may be eligible for academic credit, subject to law school approval

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition, please attach a resume and law school transcript to the completed application.

The Delaware River and Bay Authority is an Equal Opportunity Employer