

## Summer Legal Intern

### Position Information

#### Employer:

The Bill & Melinda Gates Foundation (Seattle, WA)

#### Division:

Global Development and Global Health

#### Title:

Summer Legal Intern

#### Description:

Job Title: Intern

#### Foundation Summary:

Guided by the belief that every life has equal value, the Bill & Melinda Gates Foundation works to help all people lead healthy, productive lives. In developing countries, it focuses on improving people's health and giving them the chance to lift themselves out of hunger and extreme poverty. In the United States, it seeks to ensure that all people—especially those with the fewest resources—have access to the opportunities they need to succeed in school and life. Based in Seattle, the foundation is led by CEO Sue Desmond-Hellmann and co-chair William H. Gates Sr., under the direction of Bill and Melinda Gates and Warren Buffett.

#### Group Summary:

The Legal Team of the Bill & Melinda Gates Foundation seeks a highly motivated law student with strong academic and professional qualifications to join our 2016 Summer Internship Program. There is a strong preference for first year law students to apply for this internship. "Guidance, Solutions, Integrity" describes the Legal Team's approach to providing comprehensive legal guidance supporting the implementation of the foundation's strategies. The Legal Team offers creative solutions that accomplish programmatic objectives, develops and implements efficient legal processes to streamline the foundation's investment making practices, and applies preventive legal strategies and compliance policies to minimize risks and safeguard the foundation's reputation.

#### Position Summary & Responsibilities:

- Work as part of the legal team to provide advice and counsel on a broad range of legal issues critical to the foundation's mission, which may include exposure to the foundation's various program teams and strategies.
- Work on matters across the various practice groups of the legal team, including tax, intellectual property and complex transactions.
- Although work assignments vary depending on client needs, we expect to rely on our summer associate to help complete actual client work.
- Review and participate in preparing grant agreements and contracts, review proposals and concept notes, and identify potential issues related to proposed projects.
- Provide guidance in the due diligence process to assess business structures and intellectual property rights of potential foundation partners.
- Become familiar with laws and best practices applicable to private foundations generally as

### How To Apply



#### Requested Documents:

- Resume

#### Applications accepted via:

- Online

### Important Dates



#### Posted On:

December 15, 2015

#### Applications Accepted Until:

January 06, 2016

### Contact Information

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well as other issues that are applicable to the foundation.

- Provide support in other investment matters or foundation policies and issues as needed, providing counsel and creative problem solving on a broad range of issues.

**Qualifications:**

- Enrolled as a full-time law student.
- Excellent verbal/written communication and collaboration skills in an environment requiring diplomacy and good judgment.
- Detail-oriented with the ability to organize, establish priorities and meet deadlines.
- Excellent academic credentials as well as strong analytical skills.
- Prior job or other experiences indicating an ability to thrive in a complex and fast-moving organization.
- Self-motivated and capable of working both independently as well as in a team.
- Ability to juggle high volume and complex tasks and demands in a fast moving environment.
- Ability to work collaboratively with flexibility, efficiency, enthusiasm, and humor.

The foundation will not provide any opportunity for permanent, post-graduation employment following the Intern program.

As part of our standard hiring process for new employees, employment with the Bill & Melinda Gates Foundation will be contingent upon successful completion of a comprehensive background check.

**Geographic Preference:**

Seattle Metro Area

**Position Type:**

Student Position - Paid

**Practice Area(s):**

Intellectual Property, Other (unlisted)

**Desired Class Level(s):**

1L