



INTERIOR BOARD OF LAND APPEALS

The Board is an appellate review body that exercises the delegated authority of the Secretary of the Interior to issue final decisions for the Department of the Interior. Its panel of Administrative Judges decides appeals of decisions relating to the use and disposition of public lands and resources, energy resources on the Outer Continental Shelf, and surface coal mining operations under the Surface Mining Control and Reclamation Act. The Board is separate and independent from the bureaus and offices whose decisions it reviews.

CONTACT INFORMATION

Julia Bartels
She/Her
Interior Board of Land Appeals
801 N. Quincy Street, Suite 300
Arlington, VA 22203
julia_bartels@oha.doi.gov

OUTREACH MATERIALS

[Department of the Interior Office of Hearings and Appeals](#)

[About IBLA](#)

[Working for the Department of the Interior](#)

The U.S. Department of the Interior is an Equal Opportunity/Reasonable Accommodation Employer.

INTERIOR BOARD OF LAND APPEALS

SUPERVISED VOLUNTEER INTERNSHIP

The Board is seeking volunteer interns with strong research and writing skills to perform a wide range of duties including reviewing briefs, records, and other documents; researching and analyzing decisions; and assisting in the drafting of procedural and dispositive orders and decisions.

These positions are uncompensated but are highly sought after because of the responsibility and experience they offer. The Board will coordinate with students who are eligible to receive academic or work study credit from their law school. The position may be remote or in-person.

APPLICANT QUALIFICATIONS AND DUTIES

Applicants must be attending, or be a graduate of, an ABA-accredited law school. Applicants must demonstrate strong academic accomplishments and exemplary legal research and writing skills. The Board will consider applicants who are able to work for a minimum of 10 hours per week for a minimum of 10 weeks during a given term.

The volunteer intern will

- Draft procedural and dispositive orders relating to a variety of appeals before the Board;
- Conduct research and write corresponding memoranda; and
- Perform other duties as assigned by the Supervising Attorney or Chief Administrative Judge.

APPLICATION DEADLINES

The deadlines for applying for a volunteer internship are as follows:

INTERNSHIP TERM	APPLICATION DEADLINE
SPRING	August 31
SUMMER	January 31
FALL	April 30

APPLICATION METHOD AND REQUIRED MATERIALS

To apply, email an application package that includes a cover letter stating desired start and end dates and the number of hours per week you prefer to work, a résumé, your most recent law school transcript (unofficial), a writing sample not exceeding 10 pages double-spaced that is your own work, and a reference with contact information including phone and email, to Julia Bartels at julia_bartels@oha.doi.gov with "Supervised Volunteer Internship" in the subject line. Application packages will be evaluated following the close of the application deadlines for qualification requirements and for the skills needed to perform the duties of the position. All documents should be submitted in PDF format.

If selected, the applicant must successfully complete a background security investigation before starting the internship. Please visit [Public Trust - Background Investigation](#) for more information.