



Summer Technical Solutions Intern (Document Automation Workflow) (non-legal)

About ZeroDay Law

ZeroDay Law is a privacy and cybersecurity law firm specializing in incident response management, planning and preparation, and ensuring in-house counsel and organizations are prepared to expertly manage the legal and technical requirements that come before, during and after a cyber attack.

With combined expertise in the legal, business and technical aspects of cybersecurity law and privacy, ZeroDay Law minimizes clients' financial, legal and reputational risks through effective incident response preparation and management.

Founder Tara Swaminatha is among the best cyber lawyers in the country.

ZeroDay Law is committed to fostering a diverse and inclusive work environment. To build and retain a workforce that reflects diverse experiences and perspectives, we welcome applicants from the many communities, identities, races, ethnicities, backgrounds, abilities, religions, and cultures of the United States who share our interests and values.

Job Description

Automation Interns work with a senior member of our staff to gather requirements, design, build and implement an automated workflow to create MS Word templates for a variety of documents with fields that can be easily changed from one client to the next by pulling text from a SmartSheet. The document templates can be in MS Word or Adobe Pro, text for each section will be in Smartsheets.

Qualifications / Compensation

Interns must be enrolled in (or have graduated from) an accredited college and must have: (1) excellent business analyst and writing skills; (3) interest in supporting lawyers by developing technical solutions; and (4) decent scripting & coding skills in python, Visual Basic and/or LateX.

Must have completed at least one year of law school and be willing to work a minimum of 20 hours per week. Summer interns must commit to working at least 8 weeks.

All tech internships are paid \$30/hr with the potential for a higher rate for advanced experience. The position is as an independent consultant and does not provide healthcare or other benefits. Interns will be asked to submit an official or unofficial school transcript prior to onboarding.

Application Process

Applicants should submit a PDF according to the instructions on our site at <https://www.zerodaylaw.com/careers>. Applications should include (1) a cover letter (including the weeks and days available to work); (2) resume; (3) writing sample (not to exceed 5 pages, but can be



an excerpt of a longer piece); (4) list of three references; and (5) if available, an official or unofficial law school transcript.

Decisions may be made on a rolling basis, with preference going to early applicants.

- Applications received by May 1 will be reviewed beginning May 1. We will notify candidates selected for interviews. We will notify candidates about hiring decisions by May 15. If you need a decision sooner because of another offer, please advise.
- Applications received after May 1 will be reviewed on a rolling basis.
- Applications received after June 1 may or may not be considered.

