



ELDER HELP DESK AND PRO BONO PROGRAM INTERNSHIP

The Legal Aid Society of Metropolitan Family Services (LAS) seeks an intern to work with both the Elder Help Desk and the Pro Bono Program.

LAS is the legal aid arm of Metropolitan Family Services, providing legal advice and representation in family law, elder law, immigration, human trafficking, and housing cases. Legal Aid Society's Elder Help Desk operates at the Daley Center, providing legal advice, simple document drafting, and referrals to seniors with any civil legal issue. The Pro Bono Program works with area law firms and organizations to expand LAS's capacity by placing cases with pro bono attorneys for representation. The Elder Help Desk and Pro Bono Program intern will work with the Pro Bono Program Coordinator and Supervising Attorney.

RESPONSIBILITIES

- Pro Bono
 - Track pro bono referrals, case placements, and client information;
 - Input and analyze data in Excel;
 - Communicate with pro bono attorneys, area law firms, and corporate partners via phone and email;
 - Assist in large-scale data collection projects; and
 - Work with the Pro Bono Program Coordinator to manage pro bono projects, cases, and referrals.
- Elder Help Desk
 - Input and track client data in LAS's case management system;
 - Assist in facilitating the operations of the help desk; and
 - Support attorney volunteers in interviewing and providing legal information to help desk clients.

QUALIFICATIONS

The ideal candidate will possess the following attributes:

- Strong organizational skills and attention to detail;
- The ability to communicate effectively with attorneys, volunteers, and clients via phone and email;
- Ability to work effectively on individual assignments and as part of a team;
- Comfort with data entry and analysis; and
- A willingness to ask questions and seek to clarify assignments and responsibilities.

Spanish language skills are a plus.

To apply, please send a resume and cover letter to Dana Harbaugh, Pro Bono Program Coordinator, at HarbaughD@metrofamily.org.