

LEGAL AID SOCIETY – SAFE FAMILIES PROGRAM INTERNSHIP

The Legal Aid Society's Safe Families Program (SFP) is seeking candidates for a fall 2020 law student internship.

The Legal Aid Society (LAS) is the legal advocacy arm of Metropolitan Family Services. SFP is a partnership between LAS and the Cook County State's Attorney's Office. SFP provides direct representation to victims of domestic violence in their requests for orders of protection in conjunction with criminal prosecution when the parties have children in common. The exact start and finish dates of the internship will be determined between interns and their supervisor.

RESPONSIBILITIES

1. Assist paralegals and attorneys with intakes and interviews of clients;
2. Appear in both civil and criminal court on clients' behalf with 711 license under supervision of an SFP attorney;
3. Identify and analyze legal problems and solutions relevant to orders of protection,;
4. Participate with attorneys in negotiations with opposing counsels;
5. Prepare legal documents including petitions for orders of protection and motions;
6. Conduct legal research as necessary;
7. Maintain client files; and
8. Work effectively with staff and a diverse client population.

QUALIFICATIONS

The ideal candidate will possess the following attributes:

1. Strong research and writing skills;
2. The ability to communicate effectively with attorneys, clients, and co-workers;
3. Strong organizational skills and attention to detail;
4. Ability to work effectively on individual assignments and as part of a team;
5. Patience and professionalism while working diverse clients;
6. A willingness to ask questions and seek to clarify assignments and responsibilities; and
7. The ability to obtain an Illinois 711 license during the course of the internship.

Preferred Qualifications:

1. Spanish-speaking a plus; and
2. A background in family law.

To apply, please email a **resume and cover letter** to Dana Harbaugh, Director of Pro Bono, at HarbaughD@metrofamily.org. Applications will be reviewed on a rolling basis until the position is filled.