

LEGAL AID SOCIETY – SAFETY & FAMILY PRACTICE GROUP INTERNSHIP

The Safety & Family Practice Group of the Legal Aid Society is seeking candidates for a spring 2021 law student internship.

The Legal Aid Society (LAS) is the legal advocacy arm of Metropolitan Family Services. The Safety & Family Practice Group handles issues including orders of protection, divorces, child support, and allocation of parental responsibilities and parenting time, as long as they are part of a divorce or parentage case where there is domestic violence. The exact start and finish dates of the internship will be determined between interns and their supervisor.

RESPONSIBILITIES

1. Research case law and procedure for effective client representation;
2. Identify and analyze legal problems and solutions relevant to orders of protection, divorces, child support, and custody;
3. Participate with attorneys in client interviews and negotiations with adverse parties;
4. Prepare legal documents including motions, discovery materials, and pleadings in connection with court proceedings;
5. Maintain client files; and
6. 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.