

**LEGAL AID SOCIETY – SPANISH-SPEAKING DOMESTIC VIOLENCE INTERN/EXTERN-SHIP**

The Domestic Violence Team of the Legal Aid Society of Metropolitan Family Services is seeking Spanish-speaking law student candidates for a Spring 2023 intern/extern-ship that will focus on representing domestic violence victims in court proceedings. The intern will work with the Domestic Violence team to provide legal services in a variety of cases, 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 end dates will be determined between the intern and their supervisor. This is a part-time, unpaid position, though applicants are encouraged to seek external funding, work-study funding, or class credits.

**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. Spanish language fluency;
2. Strong research and writing skills;
3. Availability on one or more mornings to attend court hearings;
4. The ability to communicate effectively with attorneys, clients, and co-workers;
5. Strong organizational skills and attention to detail;
6. Ability to work effectively on individual assignments and as part of a team;
7. Patience and professionalism while working diverse clients; and
8. A willingness to ask questions and seek to clarify assignments and responsibilities.

Preferred Qualifications:

1. An Illinois 711-license (or the ability to obtain one at the start of the internship); and
2. Background or interest in family law.

To apply, please email a **resume and cover letter** to Elizabeth Gresk, Director of Pro Bono, at [LASInterns@metrofamily.org](mailto:LASInterns@metrofamily.org). Please note in the subject line the position which you are applying for (DV Spanish). Applications will be reviewed on a rolling basis until the position is filled. LAS hopes to fill the position by mid-December 2022.