

## **LEGAL AID SOCIETY – 711-LICENSED SAFE FAMILIES PROGRAM INTERN/EXTERN-SHIP**

The Safe Families Program of the Legal Aid Society of Metropolitan Family Services is seeking 711-licensed law student candidates for a Summer 2024 intern/extern-ship that will focus on working with domestic violence victims in criminal settings. The intern will work with the Safe Families Program team to provide 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. LAS summer internships begin in late May/early June and continue through mid-August. The position will be primarily in person, with some work from home opportunities. This is a full-time, unpaid position, though applicants are encouraged to seek external funding, work-study funding, or class credits.

### **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. An Illinois 711-license (or the ability to obtain one at the start of the internship);
2. Experience providing trauma-informed care to domestic violence survivors or marginalized communities;
3. Strong research and writing skills;
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. Spanish language fluency; and
2. A background or interest in family law.

To apply, please email a **resume and cover letter** to [LASInterns@metrofamily.org](mailto:LASInterns@metrofamily.org). Please note in the subject line the position which you are applying for (Safe Families Program). Applications will be reviewed on a rolling basis until the position is filled. LAS hopes to fill the position by mid-April 2024. Please note: a background check and fingerprinting will be required as part of the on-boarding process.