



Legal Internship (Unpaid)
Civic Legal Corps – Chicago, IL

Civic Legal Corps is a 501(c)(3) non-profit legal services organization in the greater Chicago metropolitan area. We provide legal services to individuals whose income is too high to qualify for legal aid but not enough to afford traditional law firm rates. Civic Legal Corps bridges that gap by providing legal services on a sliding scale basis in the areas of family law, housing law, and contract disputes.

Civic Legal Corps is seeking an intern who is interested in working with low to moderate income individuals in cases involving family law, housing law, and contract disputes.

Responsibilities may include:

- 1) assisting with client intake (over the telephone or in person)
- 2) drafting correspondence
- 3) filing court documents at the Daley Center
- 4) maintaining legal forms library
- 5) updating client database and
- 6) assisting attorneys with time records and preparation for court.

Minimum qualifications:

- 1) Proficiency with Microsoft Word and Excel
- 2) Experience working in an office or in customer service
- 3) Successful completion of college coursework equivalent to at least 60 semester hours

Preference will be given to individuals who can commit to at least 15 hours weekly and are bilingual (Spanish/English). Experience with low and moderate income individuals is desirable.

This is an ideal opportunity for an undergraduate student who is considering a career in law or is interested in gaining experience in a non-profit legal setting. A desire to work with low and moderate income individuals is required. Interns must be able to abide by strict rules of confidentiality.

The intern will work with and report to the Executive Director. This is an unpaid internship.

To apply, please email a cover letter, resume, and transcript to Linda Rangel-Campos at linda@civiclegalcorps.org by November 10, 2016. For more information about Civic Legal Corps, please visit www.civiclegalcorps.org.