

FALL, WINTER, SPRING

COLLEGE INTERNSHIP

& VOLUNTEER OPPORTUNITIES

BET TZEDEK LEGAL SERVICES provides free legal services to low income and poor persons residing in the County of Los Angeles. Our practice focuses primarily on Landlord/Tenant, Consumer Protection, Home Foreclosure, Collection, Bankruptcy, Guardianship, Conservatorship and Supplemental Security Income issues.

Bet Tzedek offers a unique experience for students interested in "hands on" work with clients who seek legal representation in a wide range of civil and administrative issues. Hundreds of students considering a career in the legal field have gained valuable insight and knowledge by joining our program. Many students have requested and received excellent recommendations for law school by becoming a part of Bet Tzedek's unpaid internship or volunteer program.

INTAKE ASSISTANTS

Interns will begin with an orientation and training conducted by Supervising Intake staff. Interns will pre-screen clients for financial eligibility and case type eligibility by telephone. The interns will then arrange timely appointments based on the deadlines of the legal issue, provide information to clients and make appropriate referrals to other legal or social service agencies when necessary.



LEGAL ASSISTANTS

After twelve weeks, interns may be promoted to Legal Assistants. Promoted Interns will be oriented, trained and supervised by staff attorneys. Students will observe, then conduct in-person client consultations. Students may also conduct factual investigation, prepare correspondence and court forms, on behalf of clients, under close attorney supervision.

COMMITMENT

Minimum of twelve (12) weeks - Minimum of eight (8) hours weekly

QUALIFICATIONS

Strong interpersonal skills, strong analytical and writing skills, an understanding of, and empathy with, the experiences and problems of poor and elderly persons. A demonstrated commitment to serving persons in need is helpful although not required. Spanish, Russian, Hebrew or Yiddish languages are helpful although not required.

APPLICATION

E-mail resume to humanresources@bettzedek.org

and

Call Robin Sommerstein at 323 549-5814 for an interview.