



UNDERGRADUATE INTERNSHIPS AVAILABLE

Summer 2014

www.bettzedek.org

Bet Tzedek sets the standard for innovation in public interest law. Our pioneering projects combine direct legal representation with powerful outreach, education, and legislative advocacy. The result is a vital lifeline – equal access to justice for over 15,000 low-income Angelenos annually. With a staff of over 65, we are one of the top legal services agencies in Los Angeles.

Commitment: Minimum 20 hours per week for 10 weeks during summer 2014.

To Apply: Email a cover letter, resume, transcript (if available – unofficial is ok) and short writing sample to volunteer@bettzedek.org, subject: "ATTN: Pro Bono Coordinator". Contact us at (323) 549-5895 or volunteer@bettzedek.org with any questions. **Applications accepted January 1 – April 15, 2014.**

Qualifications: Demonstrated commitment to public service; strong writing and reasoning skills; foreign language proficiency (Spanish, Russian, Asian-Pacific and others) helpful but not required.

INTAKE/LEGAL INTERNSHIPS

Undergraduate Interns can work as Intake Assistants, pre-screening clients for financial and case-type eligibility by telephone. Interns will arrange timely appointments based on legal deadlines, provide information to clients and make appropriate referrals to legal or social service agencies. Highly qualified undergraduates may have the opportunity for placement as Legal Assistants in one of our legal units, working directly with clients and attorneys. Tasks may include facilitating client meetings and interviews, clerical work, research and writing, reviewing documentation, drafting correspondence, and more.

DEVELOPMENT, SOCIAL NETWORKING & MARKETING INTERNSHIP

Working with our Development staff, successful interns will gain experience in the social networking, development and fundraising, marketing, and public relations. Responsibilities may include: research and writing, scouting and drafting story ideas for use on our website, Facebook, and Twitter, helping write our e-newsletter and direct mail pieces, special project research, participating in phone solicitations, in-person fundraising and assisting with event planning and oversight. The Development intern may also assist with donor recognition and clerical duties, including writing letters, making phone calls, filing, and data entry.

PRO BONO INTERNSHIP

The Pro Bono Department manages Bet Tzedek's in-house volunteer program, its nationwide pro bono project, the Holocaust Survivors Justice Network, and pro bono case placement. Intern tasks may include research and writing, data management and data entry, assisting with volunteer recruitment, clerical work, and more. Interns will be invited to learn about the agency by shadowing legal clinics, attending recruitment events and continuing education trainings, and more.