



JOB ANNOUNCEMENT

Job Title: Summer Clerk

Los Angeles Center for Law and Justice (LACLJ), a nonprofit, public interest legal services organization that serves primarily low-income survivors of interpersonal violence, has an immediate opening for Summer Clerks to assist the Client Services Attorneys for the 2021 summer. This is an excellent opportunity for first and second year law students to expand their legal skillset while supporting a thriving, dynamic organization. Tasks for this position include research and writing, client interviewing, and accompanying clients and attorneys to court.

Essential Functions:

- Conduct client interviews and case assessments.
- Perform legal research and draft legal documents.
- **Immigration Program:** Assist in representation of clients in their petitions for immigration relief, including, but not limited to U Visa, VAWA, T Visa and DACA petitions.
- **Family Law Program:** Assist in representation of clients in their family law matters including domestic violence restraining orders, dissolutions, paternity cases, and requests for child support and custody and visitation orders.
- Provide holistic services to clients, including connecting clients to non-legal community services.
- Perform other related duties as assigned.

Qualifications:

- Currently enrolled in an ABA accredited law school.
- Strong verbal communication and advocacy skills along with excellent writing skills.
- Strong time management skills and ability to handle multiple tasks.
- Demonstrated commitment to public interest.
- Ability to work successfully with people from diverse backgrounds.

Desired Knowledge, Skills, Abilities

- Passion for working with survivors of domestic violence and sexual assault
- Education and or experience that demonstrates an understanding of the needs of low-income persons, immigrants and/or other under-served, under-represented populations
- **Spanish language required for clerks working in the Immigration program and preferred for clerks working in the Family Law program**
- Word, Excel, Outlook, and PowerPoint skills preferred
- Interpersonal skills and demonstrated ability to work with the public preferred

Salary and Benefits: Unpaid. LACLJ will support any requests the student makes for funding.

About the Organization: Los Angeles Center for Law and Justice (LACLJ) is a 501 (c) (3) nonprofit organization based East Los Angeles. LACLJ provides holistic, trauma-informed services and empowers individuals to secure long-term solutions that result in stable families, violence-free homes, and strong communities. At LACLJ, we believe that legal education, advocacy and representation can be the difference between adversity and opportunity and that meaningful access to justice improves lives. Our mission is to fight for the rights of vulnerable families and advocate for a more just legal system and our vision is a strong community where families are safe, stable and free from injustice.

To Apply: Please email a cover letter and resume to asamuel@lajl.org with the position title in the subject header. Applications will be accepted until the position is filled.

Los Angeles Center for Law and Justice is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, disability, or sexual orientation.