

INTERNSHIP JOB DESCRIPTION

About Organization

Brief informational about your organization.

Legal Aid Service of Broward County's mission is to provide high quality free civil legal advice, representation and education to the disadvantaged of Broward County so as to improve the lifestyle and living conditions of the low-income community and encourage self-sufficiency.

Internship Title

Legal Aid Internship

Duration and Hours of Internship

Days, times and if weekends or evenings are required

*Interns should not work more than 20 hours per week except during non-class periods

Each semester:

- Fall (August – December)
- Winter (January – May)
- Summer (May – August)

Hours will vary based on the Intern's class schedule.

Class Level/Major Sought

Class level (ex. Freshman, Sophomore, Junior or Senior), and major desired.

No class level is required, but all students must have completed at least COMP 1500.

Compensation

Brief description of the pay structure (ex. commissioned, salaried etc.).

Unpaid.

Supervisor

Whom will the intern report to?

Brittney Parks, Esq.

Special Projects Unit

bparks@legalaid.org

Sharon Bourassa, Esq.

Director, Special Projects Unit

Sbourassa@legalaid.org

Prof. Stephen Levitt, Department of Humanities and Politics; levitts@nova.edu. Internship is taken for credit through the Department of Humanities and Politics. LGST 4950 - Internship in Legal Studies (3 credits) can be applied towards the Legal Studies major.

Travel

Will the person be required to travel off campus? If so, add location.

Yes. Legal Aid Service Offices of Broward County located at **491 N. State Road 7 Plantation, FL 33317**

Internship Objective

Statement is generally a summary designed to familiarize the reader to the general nature, level, purpose and objective of the internship. The summary should describe the broad function and scope of the internship and be no longer than three to four sentences.

The purpose of this internship is to support an ongoing class action suit regarding substandard conditions in Federal subsidized housing. We are looking for part time interns interested in the legal field, accounting, political science, and government.

Duties or Tasks Performed

Bullets contains principal duties, continuing responsibilities and accountability of the intern. The list should contain every essential job duty or responsibility that is critical to the successful performance of the job.

Interns will be expected to

- Assist in work with legislators (local, state, and federal), government agencies, and public policy issues
- Conduct client interviews and intakes
- Draft correspondence to clients, co-counsel, and government agencies
- Assist with legal research including case law, media articles, state statutes, and federal regulations
- Draft motions and other filings
- Assist in reviewing evidence packages

Job Specifications, Standards and Requirements

The minimum qualifications needed to perform the essential functions of the job-education,

experience, knowledge and skills. Any critical skills and expertise needed for the job should be included.

- Preference given to accounting, political science, and/or legal studies majors
- Must have independent mode of transportation
- Legal experience NOT REQUIRED

Students are eligible to earn 2 ExEL units