

# **Summer 2022 Job Opportunity in Jacksonville, Florida**

## **JWLA Student Internship at Jacksonville Area Legal Aid PAID (part-time)**

### **ABOUT JWLA AND JALA**

The Jacksonville Women Lawyers Association's (JWLA) mission is to actively promote gender equality in the legal profession, judiciary, and community at large. An important part of fulfilling this mission is mentoring students to succeed in their careers. This student internship offers critical legal experience for a student, while also providing needed legal services in our local community.

Jacksonville Area Legal Aid (JALA) is a 501(c)(3) non-profit organization that provides civil legal services to low-income people in northeast Florida. JALA provides full representation in a broad range of substantive areas including, for example, consumer, family, housing, immigration, landlord/tenant, public benefits, and community development. Interested law students, law school applicants, or undergraduate students considering law school may learn more about Jacksonville Area Legal Aid at [www.jaxlegalaid.org](http://www.jaxlegalaid.org).

### **JOB DESCRIPTION**

Student interns provide assistance in a variety of ways that increases JALA's capacity to serve the underserved and vulnerable. Depending on the needs of the substantive units, interns may be involved in client interviewing both in person and by phone; managing cases and learning to use the electronic case management system; identifying legal issues and determining relevant case facts. Interns may assist with research and data analysis. They may accompany attorneys to court and draft documents. Certified Legal Interns (CLIs) may have the opportunity to advocate for clients in court with attorney supervision. Interns gain a good understanding of public interest law and poverty issues. The selected student will be an employee of JALA; all hiring and employment decisions will be made by JALA.

As part of the internship, the selected student will be expected to submit to JWLA three (3) write-ups of their work at JALA (while maintaining client confidentiality) and photo(s) for publication on the website, social media, and the newspaper.

JWLA is a chapter of the Florida Association of Women Lawyers (FAWL). Students are not required to be members of JWLA to apply, but preference will be given to students who are FAWL members. Learn more about JWLA membership at [www.JWLA.org](http://www.JWLA.org) and FAWL membership at [www.FAWL.org](http://www.FAWL.org).

### **SCHEDULE AND PAY**

This internship is a paid part-time position at Jacksonville Area Legal Aid (JALA) in downtown Jacksonville, Florida. Students will be employees of JALA. The position will be 16-20 hours per week for 10-12 weeks (or a shorter time frame as decided by the applicant and JALA) during Summer 2022 at \$10 per hour and will include parking.

## HOW TO APPLY

### APPLICATIONS DUE BY MAY 31, 2022

TO APPLY, please email to [JWLA.JALA.internship@gmail.com](mailto:JWLA.JALA.internship@gmail.com) and [kellilueckert@gmail.com](mailto:kellilueckert@gmail.com):

- (1) Résumé
- (2) Unofficial transcript
- (3) Please provide short answers to the following questions:
  1. Describe why you want to work for and support an organization that provides civil legal services for low-income individuals. (up to 500 words)
  3. Describe why gender equality in the legal profession is important. (up to 500 words)
  4. Please indicate if you are a FAWL member. FAWL membership is included in any organization that is a chapter of FAWL (*e.g.*, JWLA, WLSA, 8FAWL, FAWL at UF Law).

***The selected student will be an employee of JALA. All hiring and employment decisions will be made by JALA. Student(s) will be required to complete all human resources paperwork and processing required by JALA.***

## QUESTIONS

If you have any questions, please contact JWLA Board Liaison, Alexandra Ritucci-Chinni at [alexandra.ritucci@gmail.com](mailto:alexandra.ritucci@gmail.com) and JWLA President Kelli Lueckert at [kellilueckert@gmail.com](mailto:kellilueckert@gmail.com).