



Position Announcement – Interns
Christian Legal Aid of DC

Christian Legal Aid of DC (“CLADC”) is accepting applications for internships. CLADC was formed in 2007 to provide free and low-cost legal services to low-income individuals and families while demonstrating the love of Christ. We conduct two monthly virtual legal aid clinics and provide advice, services, and representation primarily in landlord/tenant, probate, estate planning, record sealing, and Social Security disability matters.

At CLADC, we envision a city where those in need know they can turn to the Church, and Christian attorneys are eager to use their skills to advance justice and show the love of Christ. CLADC exists to use the legal resources God has given this city to meet the legal needs of those in poverty. We do this by connecting and equipping volunteer attorneys and volunteer law students who serve our clients and expand their access to justice.

CLADC interns will play a critical role in pursuing this vision by working closely with the Pro Bono Manager to assist with case load, researching relevant topics for attorneys, and assisting with volunteer recruitment strategies.

The role description below is not exhaustive, and the scope of work can be adapted to help the successful applicant meet requirements to receive course credit.

I. General Duties

- *Relationships with CLADC members.* The intern will maintain a strong relationship with, and report directly to, the Pro Bono Manager. The intern will also be expected to establish and maintain positive relationships with other staff, supporters, clients, volunteers and donors.
- *Christ-Like Example.* The intern, relying on his or her faith and relationship with Jesus Christ, should model a love for our neighbors in poverty and a desire to serve them well.
- *Schedule.* The position is 15-20 hours per week during the semester, and 30-40 working hours per week during the summer session as agreed with the Pro Bono Manager. Occasional evening availability for events and attendance to at least one weekend clinic a month is expected.

II. Specific Duties

- Research and draft memos as directed by Pro Bono Manager.
- Participate in preparation for legal clinics and at least one consultation per clinic that intern attends.
- In consultation with CLADC staff, summer volunteers may select to research a topic (ex: the impact of housing vouchers on DC poverty) and present it to CLADC staff and volunteers at the end of the internship.
- Draft, file, and mail documents with attorney support.

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III. Requirements/Qualifications

A commitment to Christ in all that we do is essential to the fulfillment of CLADC's mission, therefore any interested candidate should be able to demonstrate their faith commitment in practice. In your cover letter, please include a brief description of your faith and indicate what church you attend, if any.

Additional requirements include:

- Mature, orthodox Christian faith as defined by the Apostle's Creed.
- At least one year of law school completed.
- An interest in public interest law and at least one of the following practice areas: Landlord/Tenant and housing, record sealing, probate, guardianship, and SSI/SSDI.
- Strong research and writing skills.

IV. Pay: Internships are unpaid, but we will support the successful candidate in his or her efforts to secure funding.

V. To Apply

Applications will be accepted on a rolling basis . Submit a cover letter, resume, writing sample, and list of three references (please include a reference from your faith community if possible) via email to: sheily.virella@christianlegalaid-dc.org. If you are looking to secure school credit through this internship, please include those requirements in your application.

VI. Internship Session

- Spring: January 15 – May 5
- Summer: May 26 - August 11
- Fall: September 10 - December 5

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