



Family Law Intern

Volunteer or Internship Position Description

Position & Responsibilities

Role Summary

The Family Law Intern assists Tubman's legal department with projects such as drafting client correspondence and court documents, screening prospective legal clients, and administrative tasks such as filing, data entry, and research.

Impact & Benefits

- Support Tubman's efforts to provide quality legal services to low-income clients
- Gain experience in family law issues working with clients from diverse backgrounds, cultures, and identities
- Gain experience in the legal department of a nonprofit social service organization

Position Responsibilities

- Manage client files by screening clients for legal services, collecting client documentation and providing appropriate follow up communication and correspondence
- Complete administrative tasks as assigned while adhering to organizational policies regarding boundaries, ethics, and confidentiality
- Communicate and collaborate with staff in the legal department to provide coordinated services to clients

Qualifications & Expectations

Position Qualifications:

- Interest in family law, the legal system, and the dynamics of domestic violence
- Excellent writing and communication skills; strong organization and time-management skills; comfortable using the computer and databases
- Ability to maintain client confidentiality and to refer clients to appropriate resources
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

Time Commitment & Availability

- 12-15 hours per week for 9 months
- Must have Thursday morning availability to attend team consultation meeting

Supervision & Training

- Attend Tubman's five-part Volunteer/Intern Orientation and Training series
- Supervision provided by legal services staff

Organization

Tubman offers safety, hope, and healing to people of all ages, genders, and cultural backgrounds who are facing relationship violence, sexual assault, exploitation, homelessness, addiction, mental health challenges, or other forms of trauma. We provide safe shelter and housing, legal services, mental and chemical health services, youth programs, and more. www.tubman.org.

Black, Indigenous, and people of color, multilingual speakers, people of all gender identities, people with disabilities, and veterans are all encouraged to apply.