



## Paralegal Intern

Volunteer or Internship Position Description

### *Position & Responsibilities*

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#### **Role Summary**

The Paralegal 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 a diverse groups of clients
- Gain experience in the legal department of a nonprofit social service organization

#### **Position Responsibilities**

- Manage client files including, performing client screenings 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*

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#### **Position Qualifications:**

- Applications should be professional paralegals or paralegal students with a working knowledge and interest in family law issues, or undergraduates interested in law
- Excellent writing and communication skills; strong organization and time-management skills; comfortable using the computer and databases
- Ability to maintain client confidentiality and to direct clients to appropriate resources
- Ability to work with diverse teams and clients to foster a culturally inclusive environment

#### **Time Commitment & Availability**

- 8-10 hours per week for one semester or 15 hours per week for a summer internship

#### **Supervision & Training**

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

### *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.