Purpose of the Organization/ Program
Legal Aid of Arkansas, Inc. (LAA), is a nonprofit charitable law firm providing free legal assistance to low-income residents. It is one of two nonprofit Legal Services programs that work together to provide this assistance throughout Arkansas. The Helena-West Helena office serves four (4) primarily rural counties in the Arkansas Delta: Lee, Monroe, Phillips and St. Francis. The types of cases that we handle include: emergency family matters including divorces involving spousal abuse; housing and land loss; adoptions and guardianships; debt problems; garnishments; public benefits such as SSI, Social Security Disability, food stamps, and Medicaid; and legal problems of the elderly. We are actively involved in the community and committed to providing meaningful access to, and representation within the legal system.

Job Title or Position
Legal Intern

Expectations/ Responsibilities of the Position:
A legal intern assists the office staff in by performing activities that support the process of providing legal services to our four county area. You will work with our staff attorneys to build cases and prepare for hearings; and with attorney and clerical staff to provide outreach services. While you will have the opportunity to learn the legal process, you will also have the opportunity to work with people to improve their current situation. Your responsibilities will include:

- Interview clients and complete necessary intake forms
- Assist with outreach programs
- Perform research on court cases
- Investigate/ assist in development of educational and medical partnerships
- Draft letters/motions to courts, clients, other lawyers, etc.
- Assist with secretarial work

Qualifications:
LAA values every person and believes that every person should be treated with respect and dignity no matter their situation in life. The legal intern will share that belief and put that belief in practice every minute of every day. The intern must have the desire to learn, meet new people, and find solutions to problems. In addition, we prefer that the intern has coursework or experience in research and writing at the college level. While there is no overnight travel, the intern must be able to travel with staff on outreach activities and run errands locally. The intern must have basic computer skills. Basic clerical skills are strongly desired. The ability to communicate ideas in person, writing and over the phone is essential.

Working Conditions:
LAA operates from 8:30 a.m. to 5:00 p.m., Monday through Friday. Business casual attire is expected. You will share a two person office and telephone; and have shared access to networked computers and the internet. Occasional court appearance will require professional dress/coat and tie. No transportation is needed, although access to transportation will enable the intern to be more active in community projects.

On-Site Supervisor:
Faye Reed, Managing Attorney, freed@arlegalaid.org, 870-338-9834 ext 23.
Supervision Plan:
Daily and frequent interaction with supervising attorney.

Preparation:
None.

Additional comments:
A Maximum of two interns can be utilized.