The Legal Aid Society of Cleveland

Cleveland, OH

Mission Statement: To secure justice and resolve fundamental problems for those who are low income and vulnerable by providing high quality legal services and working for systemic solutions.

Internship Title: Development & Communications Internship

Responsibilities/Projects:
- Interview clients and write-up “good stories” about Legal Aid’s work. Brainstorm creative ways to use the stories.
- Other writing projects related to Legal Aid’s mission, as assigned.
- Research relevant content from numerous resources and post to multiple outlets daily
- Promote, attend, and feature via social media Brief Advice Clinics
- Organize and update historic media and photo archives
- Create content for Legal Aid’s quarterly newsletter, Poetic Justice
- Other office duties related to outreach, fundraising

Qualifications:
Strong organizational, analytical, interviewing, verbal and written skills. Previous experience in community social services and knowledge of poverty law and related legal systems and procedures highly preferred. Must be comfortable with fundraising and basic research. Computer and internet proficiency is necessary, as well as strong attention to detail. An ideal candidate would demonstrate interest in both a legal and nonprofit/government career.

Is there a language requirement? If so, please specify the language and level of proficiency needed.
N/A

Working Conditions:
Student will have their own desk/computer space for the duration of the internship.

On-site Supervisor/Mentor:
Melanie A. Shakarian, Esq.
Director of Development & Communications
The Legal Aid Society of Cleveland
1223 West Sixth Street
Cleveland, Ohio 44113
office: 216-861-5217
mobile: 216-215-0074

Additional contact:
N/A

Mentorship Plan:
Student intern will meet weekly with supervisor. Additionally, student will benefit from being part of the larger cohort of interns working at Legal Aid for the summer (will join them for select social activities and trainings).

**Preparation:**
Reading materials will be provided to the selected intern prior to the internship beginning. In the meantime, click on the following links to learn more about Legal Aid:

Additional Materials

Does the intern need to provide her own transportation?
- No, not necessary