Legal Aid Society of Cleveland

Cleveland, OH, 44113

Organization Mission - 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

Primary Service Area - Community and Individual Services, Legal Services

Primary Groups of People Served - Individuals of all ages, Homeless, Immigrants and/or Refugees, Veterans, Ex-Offenders, Trauma Victims

Website URL and Facebook, or other information links, if available - www.lasclev.org, The Legal Aid Society of Cleveland

Title of Internship - Development & Communications Internship

Primary Duties of Intern - 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

Seeking Skills and Interests, including: Business Administration, Writing, Public Relations, Law.

Important Work Qualities include - Responsive, Diligent, Attention to detail. Seeking Personal Qualities, include - 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.

**Percent of time internship is likely to spend with direct Client Contact** - 25%

**Details**

**Does the Organization require its own Application process?** Phone conversation to confirm a good match

**Orientation for Intern** - There is a formal orientation program.

**Supervisor/Mentor Schedule** - Daily

**Physical Work Space** - Student will have their own desk/computer space for the duration of the internship

**Is this Organization Accessible via Public Transportation?** Yes, it’s convenient. **Does this internship require the use of a car?** No, there is no driving requirement with this internship. **If on the job work requires use of a car, will the agency reimburse?**

**Personnel Background Security** - No - **Will your agency coordinate prior to internship?**

**Is this a new offering in 2016?** Re-offered after a gap

**May more than one SHECP Intern fill this Position?** Is this Organization offering other different SHECP Internship Placements?

**Recommended Readings for internship preparations?**