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OPERATIONS INTERNSHIP ANNOUNCEMENT

Founded in 1969, DC Law Students in Court (LSIC) provides free, high-quality legal services while teaching and inspiring the next generation of lawyers to be social justice advocates. Student and staff attorneys represent indigent clients in civil and criminal cases in the Superior Court of the District of Columbia. D.C. Law Students in Court is one of the largest and oldest legal service providers in D.C. It is an equal opportunity employer. More information about LSIC is available at <http://www.dclawstudents.org/>.

Operations Internship Description

Operations interns will assist the office manager and staff attorneys with any of the following projects and activities:

- Answer phone and greet clients
- Update and record clients messages in Case Management System
- Research statutes and case law
- Conduct investigations and interview clients
- Plan and assist with clinic and fundraising events
- Organize monthly accounting documents
- Assist with the intake of potential clients at our Landlord/Tenant Courthouse office
- Update and make improvements to our donor database and case management software program
- Other office support determined on a daily basis

Internship Details

Unpaid Internship. 20-40 hours/week. Two-three month minimum commitment preferred. Internships available in summer, fall and spring. Preferred start dates: May/June (summer), August/September (fall), and January (spring).

Qualifications and Skills

- Basic understanding of office operations in a legal office and/or an interest in learning about it.
- Familiarity using databases and high comfort level with technology.
- Comfortable learning new software applications.
- Candidates should have a strong work ethic and the ability to commit to working with the organization for the term of the internship.

- Candidates should have strong verbal and written communication skills, be highly organized and detail oriented, respect and maintain the confidentiality of financial and client information, and be able to work independently and on multiple projects under a deadline.

Application Instructions

Please submit the following documents to Tegan Peterson, Office Manager/Intern Supervisor, at tpeterson@dclawstudents.org

- Cover Letter
- Resume/Summary of relevant experience