

BET TZEDEK LEGAL SERVICES  
THE HOUSE OF JUSTICE

SUMMER 2010

UNDERGRADUATE INTERNSHIPS (UNPAID)



## BET TZEDEK LEGAL SERVICES – THE HOUSE OF JUSTICE

Main Office: 145 S. Fairfax Ave., Ste. 200, Los Angeles, CA 90036, 323.939.0506

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Wilshire Office: 3435 Wilshire Blvd., Ste. 470, Los Angeles, CA 90010, 213.384.3243

Self-Help Conservatorship Clinic: Downtown Courthouse, 111 N. Hill St., 4<sup>th</sup> Flr., Los Angeles, CA 90012

[www.bettzedek.org](http://www.bettzedek.org)

OFFICE HOURS: 9AM – 5PM, MON-FRI

Bet Tzedek—The House of Justice— sets the standard for innovation in public interest law. Our pioneering projects combine direct legal representation with powerful outreach, education, and legislative advocacy. The result is a vital lifeline – equal access to justice for over 12,000 low-income Angelenos annually. With a staff of over 60 and plans to expand, we are one of the top legal services agencies in Los Angeles. The over 600 volunteers who donate over 30,000 hours a year to serving the poor, elderly and disabled at our offices help us deliver meaningful access to justice for those in need.

### YOU CAN BECOME A BET TZEDEK VOLUNTEER

Each summer Bet Tzedek selects six (6) students interested in legal careers to work as **Legal Assistants** under the direction of staff advocates. Students will have the opportunity to communicate with and advocate for potential and actual clients.

#### **JOB DESCRIPTION**

Interns will begin with an orientation and training conducted by Supervising Intake staff. They will work as **Intake Assistants**. Interns will pre-screen clients for financial eligibility and case type eligibility by telephone. The interns will then arrange timely appointments based on the deadlines of the legal issue, provide information to clients and make appropriate referrals to other legal or social service agencies when necessary.

After twelve weeks, interns may be promoted to **Legal Assistants**. Promoted Interns will be oriented, trained and supervised by staff attorneys. Students will observe, then conduct in-person client consultations. Students may also conduct factual investigation, and prepare correspondence and court forms, on behalf of clients, under close attorney supervision.

#### **COMMITMENT**

Summer Interns are required to work twenty (20) hours weekly. Flexible schedule available. Students must apply by March 12, 2010. Early applicants may receive priority consideration.

#### **QUALIFICATIONS**

Strong interpersonal, analytical and writing skills and an understanding of, and empathy with, the experiences and problems of poor and elderly persons. A demonstrated commitment to serving persons in need is preferred. Spanish, Russian, Hebrew or Yiddish languages are helpful but not required.

#### **APPLICATION PROCESS**

Send resume and cover letter (ATTN: Director of Litigation and Pro Bono) to [volunteer@bettzedek.org](mailto:volunteer@bettzedek.org).