

BET TZEDEK LEGAL SERVICES
THE HOUSE OF JUSTICE
ACADEMIC YEAR INTERNSHIPS



BET TZEDEK LEGAL SERVICES – THE HOUSE OF JUSTICE

Main Office: 145 S. Fairfax Ave., Ste. 200, Los Angeles, CA 90036, 323.939.0506
Valley Bet Tzedek: 12821 Victory Blvd., North Hollywood, CA 91606, 818.769.0136
Wilshire Office: 3435 Wilshire Blvd., Ste. 470, Los Angeles, CA 90010, 213.384.3243
Self-Help Conservatorship Clinic: Downtown Courthouse, 111 N. Hill St., 4th Flr., Los Angeles, CA 90012

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

INTAKE/LEGAL

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.

DEVELOPMENT & MARKETING

Successful interns will gain focused experience in the fields of fund development and marketing. With mentorship from the development department leaders, interns will attain skills in diverse initiatives such as donor cultivation, focused appeals, special events, funding research and analysis, and the development of agency marketing and communications packages.

The intern will work with the Development team including the Vice President of Development, the Director of Foundation Relations & Communications, and the Special Events Coordinator.

Responsibilities include: assist in writing e-newsletter, direct mail pieces, and special project research, including Prospect Research. The Development intern may also participate in phone solicitations, donor recognition, and in-person fundraising with young donors. The intern will also work with the Special Events Coordinator on fundraising events.

APPLICATIONS ARE ACCEPTED ON A ROLLING BASIS

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

INTERNSHIP REQUIREMENTS: Minimum twelve (12) week commitment of ninety six (96) hours total. For legal interns, eight (8) to ten (10) hours per week with hours split between two different days to provide sufficient coverage for our clients' needs. Flexible schedule available.