



## **BEYOND LEGAL AID OPENING:**

### ***ADMINISTRATIVE INTERNSHIP***

Beyond Legal Aid (Beyond) uses its model, "community activism lawyering," to unite lawyers and activists to collaboratively help underserved communities access justice and pursue social change. Through these partnerships, Beyond creates "community activism-law programs" that are community-located, community-operated, and community-directed that provide cost-effective legal services to underserved individual community members and help our activist partners achieve broader social change. Beyond seeks to change not only how the legal aid system operates but also how lawyers and activists work together.

Beyond Legal Aid is seeking to hire administrative interns for the summer of 2022. The administrative interns will provide support to attorneys within the firm while learning more about the law.

Beyond is an equal opportunity workplace and is committed to working closely and effectively with the communities that we serve. Individuals self-identifying as people of color, LGBTQI, socio-economically diverse, persons with a disability, or as otherwise having backgrounds and experiences underrepresented in the legal profession are highly encouraged to apply.

### **PROGRAM AND APPLICATION DETAILS**

The deadline to complete an application for the 2022 Beyond Legal Aid Administrative Intern Program is Friday, November 5, 2021. Pending students' academic calendars, we anticipate that the program will run for nine weeks during June and July of 2022.

A complete application package must include the following items:

- A cover letter (300 words or less) addressing what you believe demonstrates your qualifications for the Beyond Legal Aid Administrative Intern Program, including how your unique experiences and background will contribute to the Beyond's collaborative culture and diversity and inclusion initiatives
- Current resume

Applications that do not include the items listed above will not be considered.  
Application packages should be emailed to [hring@beyondlegalaid.org](mailto:hring@beyondlegalaid.org)

The following list includes examples of projects completed by interns:

- Conducting research assignments in effort to support assigned attorney
- Participating in field events such as community partner site-visits, workshops, etc.
- Helping to prepare for potential activism campaigns
- Participating in in-office staff collaborative days
- Other duties as assigned

In addition, the program is structured to provide additional training, weekly supervision sessions and contact with other attorneys to learn about practice areas. Participation in social events within the office.

#### MINIMUM QUALIFICATIONS:

- Ideal applicants will have an interest in community organizing.
- Applicants must have completed at least one year of undergraduate studies and have at least one semester of undergraduate studies remaining in order to be considered eligible.
- Must be an excellent communicator, including the desire to ask questions and learn from coworkers.
- Attention to detail and organizational skills; ability to execute projects with a high level of efficiency and accuracy.
- Committed to excellent client service; professional demeanor and discretion required.
- Proficient in Microsoft Office Suite.
- Adhere to work schedule and demonstrate the ability to self-management work time.
- Committed to following all security protocols and maintaining information security.
- Able to work in the Chicago office for the duration of the program.

Beyond has established COVID-19 workplace protocols, including a requirement that all personnel be fully vaccinated for COVID-19 to work in or visit the Beyond office.

All applicants will be considered; however, the hiring decision will be made based on qualifications for the position.

Applications will be accepted from October 15, 2021, until November 5, 2021.