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| **Volunteer Intern, Non-profit Law Incubator Office**  |
| **JOB TITLE**  | **Volunteer Intern** | **REPORT TO**  | **Executive Director, Justice Bridge Legal Center** |
| **JOB PURPOSE**  | **MINIMUM REQUIREMENTS**  |
| **Assist attorneys at non-profit law incubator**  | **Good standing, undergraduate or graduate school status** |
| **POSITION DUTIES AND RESPONSIBILITIES**  |
| * Learn and communicate basic information on the nature of the program to callers, greet walk-ins and scheduled visitors, and respond to routine client requests.
* Answer telephones, obtain initial client prospect information, and log information into an electronic portal/database.
* Gather and organize client intake information, convey messages from callers/visitors to attorneys participating in incubator program.
* Advise clients of incubator attorneys about the documents they may need to collect.
* Assist in variety of other fact-finding, research assignments as they may arise in legal matters handled by incubator attorneys.
* Organize, develop and maintain a wide variety of information, correspondence and materials as requested by incubator attorneys.
* Obtain, gather and review relevant legal authority in research databases.
* Assist with variety of special projects, case-related work and other assignments of incubator attorneys on an as-needed basis.
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| **MINIMUM SKILLS REQUIRED**  |
| * Excellent telephone manner and professional, interpersonal communication skills.
* Prior experience in an office environment.
* Strong technical, general office computer skills, including Word, Excel and Power Point.
* Solid organizational skills, ability to adapt to shifting priorities.

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| **Preferred Skills** |
| * Knowledge of, and experience with, Microsoft Office 365.
* Knowledge of, and experience with, web site programs, portals, and legal databases.
* Fluency in Spanish or other major, non-English languages would be helpful; ability to serve as an interpreter on incoming calls and occasional client meetings.
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All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or protected veteran status. Justice Bridge takes affirmative action in support of its policy to advance in employment persons of color, women, protected veterans, and individuals with disabilities.