**Legal Intern**

Community Family Life Services

Washington, District of Columbia

Community Family Life Services

Since 1969, [Community Family Life Services](https://www.cflsdc.org/) (CFLS) has provided families with the tools and resources needed to move beyond poverty and homelessness. CFLS supports survivors of domestic violence and women who are returning home following a period of incarceration by assisting them as they move into permanent self-sufficiency.

Our legal department provides quality, accessible, and compassion-based legal assistance to reentry and justice-affected women. Our services address the broad array of legal challenges faced by women who are exiting, or affected by, the carceral system. We provide attorney representation, legal advice, referrals, and assistance with self-representation.

Position Description

The legal department team is seeking an individual with a strong interest in public service and well-developed research, writing, communication, and organizational skills to serve as a Legal Intern for Summer 2022. The ideal candidate will be a rising 2L or 3L law student with a passion for carceral justice reform and the rights of Reentry and Justice-Affected women.

Key Duties

* Conduct research, preparation, and outreach associated with our “Know Your Rights” legal education seminars and clinics
* Conduct Legal Intake Assessments for new clients
* Conduct client calls/follow-up
* Assist with obtaining copies of court documents
* Maintain referral lists and listservs
* Assist with outreach to partner organizations and incarceration centers,
* Perform other duties as assigned

Required Qualifications

* Candidate must be a registered student enrolled in an ABA accredited Law School
* Strong customer service skills as well as trauma-informed or compassion-based communication skills
* Ability to work with clients from disadvantaged backgrounds
* Excellent writing and analytical skills
* Ability to work both remotely and in-person

Application Instructions

Please submit a cover letter detailing your fit with the position requirements, resume, and contact information for two references (either professional or academic) to [rschwemle@cflsdc.org](mailto:rschwemle@cflsdc.org).

The position is part-time and unpaid, and we welcome interns who are able to secure outside funding either from their school or available scholarship funds. CFLS is committed to ensuring that the role remains flexible for those who may need to secure outside employment to support themselves. CFLS will provide a monthly stipend to support travel costs.

**Anticipated Start Date:** June 1, 2022

**Anticipated End Date:** August 31, 2022

**Authorization:** Candidates must be authorized to work in the U.S.

Equal Employment Opportunity

CFLS is an equal opportunity employer committed to hiring a diverse workforce and sustaining an inclusive culture. CFLS does not discriminate on the basis of race, ethnicity, religion, sex, color, national origin, age, sexual orientation, gender identity or expression,