



2011-04-29

Summer Programs for Students at Bet Tzedek Legal Services

Every summer, Bet Tzedek welcomes undergraduate and law students as interns and law clerks to work in our legal units. See below for information on our summer programs and how to apply.

LAW STUDENTS: Summer for Justice Clerkship Program

Bet Tzedek's nationally recognized Summer for Justice clerkship program draws top law students from Southern California and around the country for an intensive 10-11 week internship legal services work experience. Summer clerks gain crucial skills for legal problem solving, learn to think critically about the policy implications of our legal system, and leave ready to create positive social change. At Bet Tzedek, law students conduct client interviews, attend case review meetings, and carry a supervised caseload. Casework may include legal research and writing, staffing legal clinics, client interviews, attending community outreach meetings, witness preparation, and more.

DEADLINES

Sept. 1, 2011: Bet Tzedek begins accepting 2L applications

Dec. 1, 2011: Bet Tzedek begins accepting 1L applications

March 2, 2012: FINAL DEADLINE for all applications

TO APPLY

- Email (PDF and Word documents only) your cover letter, resume, reference list, short legal writing sample, and transcript (if available) to volunteer@bettzedek.org
- Use the subject line: ATTN: Pro Bono & Volunteer Coordinator.

INTERVIEWS

Bet Tzedek conducts on-campus interviews at Los Angeles law schools and at the Northern and Southern California Public Interest Career Days. To apply for an interview, see your law school's Career Services Office

QUALIFICATIONS

- Currently enrolled in law school
- Demonstrated empathy, compassion for low-income, disabled & elderly people
- Proven commitment to public service
- Strong legal writing & reasoning skills
- Language proficiency preferred (Spanish, Russian, Asian-Pacific, and others)

COMMITMENT

10-11 weeks, full-time, no split summers. Summer 2012 dates TBD. Unit assignments made after hiring and based on the needs of the organization.

FUNDING

Students are responsible for obtaining their own funding.

UNDERGRADUATE STUDENTS: Summer Internships

During the summer, Bet Tzedek hires 4-8 undergraduate students for unpaid part-time internships in one of two areas.

INTAKE/PRE-SCREENING

Undergraduate students Interns will be trained to work as Intake Assistants, pre-screening clients for financial and case-type eligibility by telephone. Interns will arrange timely appointments based on legal deadlines, provide information to clients and make appropriate referrals to legal or social service agencies when necessary. This is a great introduction to working in a legal services agency.

DEVELOPMENT & MARKETING

Successful interns will assist in our work in the fields of fundraising and marketing. With mentorship from the development department leaders, interns will gain exposure to diverse initiatives such as donor cultivation, focused appeals, special events, research and analysis, and the development of marketing and communications packages. Responsibilities include assisting with our e-newsletter, direct mail pieces, and special project research, including prospect Research. Interns may also participate in phone solicitations, donor recognition, in-person fundraising with young donors, and event planning and oversight.

DEADLINES

March 15, 2012: FINAL DEADLINE to apply for summer undergraduate internships

TO APPLY

- Email (PDF and Word documents only) your cover letter, resume, and reference list to volunteer@bettzedek.org
- Use the subject line: ATTN: Pro Bono & Volunteer Coordinator and be sure to reference which internship (intake/pre-screening or development/marketing)

QUALIFICATIONS

- Currently enrolled in law school
- Demonstrated empathy, compassion for low-income, disabled & elderly people
- Commitment to public service
- Language proficiency preferred (Spanish, Russian, Asian-Pacific, and others)

COMMITMENT

10-11 weeks, part-time, no split summers. Undergraduate interns have flexible start and end dates, but must begin their internship in May or June 2012.