

Job Announcement
Paid Internship

The Brooklyn Bar Association Volunteer Lawyers Project (“the VLP”), a nonprofit that works to make the legal system accessible to low-income Brooklyn residents through the pro bono involvement of the private bar, is seeking a college student or law student for a part-time internship to coordinate the VLP’s National Grid Senior Legal Education and Assistance Program (“NGF Senior LEAP”) and work with staff on other projects. The intern will be responsible for scheduling, organizing, confirming and reporting on NGF Senior LEAP presentations throughout Brooklyn. NGF Senior LEAP is a program in which volunteer attorneys give presentations at senior centers throughout Brooklyn to teach the elderly about the importance of advance medical directives such as health care proxies, living wills, powers of attorney, and other legal topics of interest to seniors. Additional responsibilities include assisting with the coordination of the VLP’s CLE training programs, outreach to clients and volunteer attorneys to obtain case updates, developing content for social media, and data entry. The intern will be supervised by the VLP’s Legal Assistant on NGF Senior LEAP and by the Pro Bono Manager on other projects.

Qualifications:

- Completed at least one year of undergraduate studies
- Excellent organizational abilities
- Strong communication skills
- Basic ability in Excel
- Demonstrated experience or interest in elder law or pro bono is preferred but not required
- Spanish speaker preferred but not required

Salary and Commitment:

This position is paid at \$15/hour and is part-time. Ideally, the intern will work in the VLP’s office a few hours a week, depending on the workload and schedule, which is flexible. The required commitment is at least 3 months, ideally for the spring semester, but can commence sooner. Continued part-time work during the summer is a possibility. Some work can also be done remotely.

About Us:

Since 1990, the Brooklyn Bar Association Volunteer Lawyers Project, a 501(c)(3) non-profit organization, has been committed to the premise that no New Yorker should be denied access to justice because of poverty, and that the private bar can provide a powerful force to ensure equal access through its pro bono efforts. Learn more about the VLP by visiting our website: www.BrooklynVLP.org.

Application:

Email resume and cover letter to Jobs@Brooklynvlp.org. Only qualified applicants will be contacted for an interview. No phone calls, please.

The Brooklyn Bar Association Volunteer Lawyers Project is an equal opportunity employer.