

Job Announcement
Unpaid Summer Internship – Foreclosure Prevention Team

The Brooklyn Bar Association Volunteer Lawyers Project (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 law student for a Summer 2018 internship to work with the foreclosure prevention staff, and assist as needed with other projects. The intern will be responsible for conducting new client intakes, entering needed data into the case management system, fielding phone calls, and conducting detailed legal research in support of the attorneys' motion drafting. Additional responsibilities may 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 assisting the attorneys with court appearance preparation. There will be opportunities to go to court with the attorneys as well as assist with courthouse clinics. The intern will be supervised by the managing attorney.

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.

Compensation:

This is an unpaid internship, but students may get credit towards their 50-hour pro bono requirement and may be able to get course credit through their school, or a stipend through their school, if such programs are offered by their schools.

Commitment:

This position is unpaid and is offered for the Summer 2018 season (at least 10 weeks). Ideally, the intern will work in the VLP's office for the standard work week, but the schedule is flexible depending on the workload and attorney calendars. Continued part-time work during the Fall 2018 semester is a possibility for a local student. Some work can also be done remotely.

Qualifications:

- Completed at least one year of law school
- Excellent organizational abilities
- Strong communication skills
- LexisNexis skills
- Basic ability in Excel
- Demonstrated experience or interest in foreclosure, real estate law, pro bono, or litigation is preferred but not required
- Ability to thrive in a fast-paced environment and prioritize while working under multiple deadlines
- Outgoing and professional demeanor for interacting with a wide range of individuals from different cultures and backgrounds

Responsibilities:

- Conduct new client intakes
- Enter needed data into the case management system
- Field phone calls
- Conduct detailed legal research in support of the attorneys' motion drafting

- Assist the attorneys with the coordination of the VLP's CLE training programs and outreach to clients and volunteer attorneys to obtain case updates
- Assist with the development of content for social media
- Assist the attorneys with court appearances and preparation
- Assist with courthouse clinics

Application:

Email resume and cover letter to Jobs@Brooklynvlp.org. Please put "Foreclosure Prevention Summer Intern" in the subject line of your email. 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.