Summer 2022 Law Student Intern

**Dates:** May 31st – August 5th (flexible)  
**Hours:** 35-40 hrs/week  
**Application deadline:** Rolling until filled  
**Reports to:** VP of Legal Services  
**Compensation:** Unpaid  
**Location:** Elgin, IL, or fully remote, or hybrid  
**How to Apply:** Send a resume, writing sample, and cover letter to Andrew Sharp, VP of Legal Services, at asharp@administratorjustice.org.

**Description:** Are you a law student who wants to combine your passion for your faith with your passion for justice? Join a rapidly growing nationwide legal aid organization that is dedicated to providing the help of a lawyer and the hope of God’s love in the home of the church! This 10 week full time internship is a great way to develop legal skills like research, writing, and client counseling, as well as to get connected to dozens of Christian attorneys all over the Chicagoland area and beyond who volunteer with us. You will be part of a robust team that helps launch, support, and equip our dozens of Gospel Justice Centers where teams of volunteers provide holistic services in their community. This is a unique opportunity as we are a unique organization – we encourage you to pray about whether God is leading you to this legal ministry!

**What you’ll do:**

- Work with our VP of Legal Services to provide ongoing support to our volunteer attorneys providing legal services with their teams
- Research client questions and help suggest advice or referrals
- Develop resources on a variety of areas of poverty law (family, housing, consumer, criminal records, immigration, etc.) for the states we are active in to help train and support volunteer attorneys
- Visit and serve periodically at a Gospel Justice Center to see our model in action
- Analyze regulatory rules in different jurisdictions and provide guidance on compliance and ethical considerations for providing legal services (rules for inactive/retired/out of state attorneys, MCLE, etc.)
- Collaborate on volunteer communications and support

**The impact you’ll have:**

- Help provide quality legal advice to those in need
- Leverage your impact by sharing resources with a network of hundreds of attorneys serving across the country
- Help AJ grow to our goal of 1,000 Gospel Justice Centers transforming lives in the name of Christ

**Skills needed:**

- Computer Skills. We are a highly tech-leveraged organization so you must be proficient with a computer. This includes being able to type proficiently (45 WPM) and quickly learn and function
well in a variety of software environments, like Office products (Word, Excel), task management systems (Jira, Trello, Monday, Tallyfy), and communications platforms (MS Teams).

- Initiative and organization. Must be able to work well independently, manage your time and tasks well, and stay on top of projects.
- Customer Support. Must be able to interact with others with empathy, good active listening, and positivity.
- Bi-lingual in Spanish a plus, but not required.

We seek to provide a workplace that is diverse and inclusive. Applicants who identify with populations that are historically underrepresented are encouraged to apply.