



**INDIANA LEGAL SERVICES, INC.**

***Job Announcement***  
**LEGAL INTERNSHIP**  
***Fall 2023***

**AGENCY DESCRIPTION:** Indiana Legal Services, Inc. (ILS) is a statewide, not-for profit law firm that provides free legal services to eligible clients in civil cases through 8 branch offices. ILS is funded by the Legal Services Corporation, Indiana Civil Legal Aid Fund, United Ways, Area Agencies on Aging, and approximately 60 other funding sources.

These positions, focused on providing legal services to the LGBTQ+ and immigrant communities, are funded by the National Asian Pacific American Bar Association (NAPABA), through the NAPABA Law Foundation (NLF). We encourage applicants of all backgrounds to apply who embody a commitment to aiding underserved communities and who have an understanding and appreciation of underrepresented communities, including those within the LGBTQ+ and AANHPI populations.

**EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:**

ILS is committed to promoting diversity, multiculturalism, and inclusion and is proud to be an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, veteran status, or any category protected by law. **We strongly encourage applicants of color, people with disabilities, and people from historically underrepresented communities in the legal profession to apply.**

**LOCATION:** Legal internship opportunities are available in our LGBTQ+ Project and in our Immigrants' and Language Rights Center. These projects are based out of our Indianapolis office; however, there may be opportunities to complete the internship remotely with occasional travel to the Indianapolis office.

**COMPENSATION:** Interns will be paid at a rate of \$18.00 per hour on a bi-weekly basis. Interns have flexibility in maintaining a work schedule that compliments their academic schedule.

**JOB SUMMARY:** This is a part-time internship available during the Fall 2023 semester. The internship offers an opportunity for law students who are committed to poverty law and equal access to justice. Interns will work as part of a law firm that encourages all staff members and volunteers to use the law to fight poverty and racism, empower clients, and improve access to justice. Interns will handle a wide range of assignments and will have opportunities for direct client contact, attending court and administrative proceedings, and strategizing with ILS attorneys on their individual cases.

**RESPONSIBILITIES:**

- Research and writing
- Client interaction (meetings and phone calls)
- Drafting pleadings and correspondence
- Hearing preparation and attendance
- Investigation and development of facts in individual cases
- Strategizing with ILS attorneys on individual cases
- Attending meetings, trainings, and education sessions



## **QUALIFICATIONS:**

- Dedication to the mission of Indiana Legal Services, which is to use the law to fight poverty and racism, empower clients, and improve access to justice.
- Enrollment in law school or recent graduation from law school.
- Excellent written and oral communication skills.
- Ability and willingness to learn.
- Ability to work as a team member and collaborate with others.
- Ability to comply with ILS policies and procedures and competently perform all job duties.
- Trial practice, professional ethics course completion, and certified legal intern status are qualifications that may be helpful to your internship experience at ILS, but are not required for consideration.

**TO APPLY:** Send a letter which includes an expression or knowledge of, or understanding of issues confronting marginalized communities in Indiana, including LGBTQ+ or AANHPI populations, or what you hope to achieve/accomplish through the duration of the internship, your resume, and an optional reference with contact information to [human.resources@ilsi.net](mailto:human.resources@ilsi.net). Please include your project preference, if any, in your letter of interest as well as any preference for remote or in-person work.