

LAW STUDENT PAID INTERNSHIP ANNOUNCEMENT

Employment Law Team | Immigrants and Workers' Rights Practice Group | Spring-Summer 2023

For over 50 years, Legal Aid Chicago has provided free civil legal assistance to people living in poverty in metropolitan Chicago. Each year our attorneys, volunteers, and staff help resolve civil legal problems, including domestic violence, consumer fraud, and unfair evictions.

Position: Legal Aid Chicago's Employment Law team in the Immigrants and Workers' Rights Practice Group seeks an intern to assist its Employment attorneys in cases involving workers' rights. The hours per week for this position will generally be no fewer than 10 hours per week during the spring semester and full-time (37.5 hours/week) during the summer. Hours are negotiable. This position can be remote, or operate with a hybrid schedule of both remote and in-person work at our office at 120 S. LaSalle.

Responsibilities: The intern will work with a team of attorneys and paralegals to carry out the following duties and responsibilities:

- Conduct intake and interview clients on a range of Employment law issues to determine the nature of their potential claims and possible remedies
- Assess clients' claims for wage theft, discrimination (including disability discrimination and sexual harassment) and wrongful termination – among others
- Full responsibility for representing clients in hearings before Administrative Law Judges in their claims for unemployment benefits
- Draft demand letters to employers in advance of litigation
- Draft Charges of Discrimination
- Conduct legal research and writing
- Maintain and update client information

Qualifications:

- Be a current law student at an accredited law school;
- Must be an Illinois resident;
- Demonstrated interest in or experience with Employment law/workers' rights is a plus;
- Proficient Spanish is a plus;
- Experience working with vulnerable populations is helpful;
- Ability to work independently.

Compensation: The legal intern will receive \$16.00 per hour.

Applications: Send a resume, a cover letter explaining your interest in the position, writing sample and contact information for two professional references to internship@legalaidchicago.org. Write "Employment Intern Spring-Summer 2023" in the subject line of your email. Applications must be received by **April 19th, 2023**.

Legal Aid Chicago is firmly committed to creating a diverse workplace and is proud to provide equal employment opportunities to all applicants and therefore does not discriminate on the basis of creed, color, national origin, sex, gender identity, sexual orientation, age religion, marital or parental status, alienage, disability, political affiliation or belief, military or military discharge status, or ex-offender status. Applicants who have experiences with our client communities are encouraged to apply.