

## ACLU

### American Civil Liberties Union of Idaho

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#### Legal Intake Internship

The ACLU of Idaho is accepting applications for Legal Intake internships and volunteer positions. Legal Intake opportunities are open to undergraduates, recent graduates, and law students.

The intern will learn about legal issues pertaining to constitutional freedoms, the kinds of complaints that raise constitutional issues, how these complaints are addressed, and sources of assistance for persons with other kinds of complaints. The intern will also have the opportunity to attend ACLU of Idaho Legal Panel meetings, often to present issues and research to the panel; and lastly, interns will receive assistance with her/his writing skills and knowledge of constitutional law from the ACLU of Idaho Staff Attorney. Field trips to jails are sometimes an option.

**DEADLINE:** Rolling deadline in accordance with semesters. Please apply as soon as possible for the fall internship position.

**RESPONSIBILITIES:** Intake interns and volunteers pre-screen written requests for legal assistance and make an initial determination of whether the request falls within the ACLU's guidelines. Other responsibilities include summarizing complaints for legal staff, putting information into the intake database, drafting response letters to complainants, referring complainants to appropriate organizations if the ACLU of Idaho is unable to offer assistance, and conducting legal research. With experience, interns will occasionally communicate directly with clients in order to gather necessary information to evaluate a case.

Legal intake is overseen by the ACLU of Idaho Staff Attorney. No legal advice is given through intake, but appropriate cases are referred to the supervisor for review and possible action by the ACLU legal staff.

**HOURS:** A minimum of 10 hours per week is required, but daily schedules are flexible. Internship will run approximately from August/September through December.

**REQUIREMENTS:** Applicants should have an interest in civil liberties, good interpersonal and analytical skills, excellent writing skills, and computer knowledge.

**COMPENSATION:** These internships are unpaid, but students have the opportunity to earn credit through his/her university. Valuable letters of recommendation are available upon completion of the internship.

**HOW TO APPLY:** Please submit a cover letter, résumé, writing sample (analytical course paper preferred), and list of three references to the address or e-mail listed at the top of this announcement. Qualified applicants will be contacted for an interview.

The ACLU of Idaho is an Equal Opportunity Employer.  
Criminal Background Check may be required for prison and jail visits.  
Confidentiality Agreement is required.