



LEGAL AID
JUSTICE CENTER

Undergraduate Volunteer Positions - Richmond

The Legal Aid Justice Center (LAJC) provides free legal services to income-eligible clients in certain types of civil litigation. We strive to address systemic problems that keep people in poverty and change systems that negatively impact our client community. We utilize a mix of zealous individual representation, group and class litigation, community organizing, policy advocacy, and media relations. Through its downtown Richmond office, LAJC serves clients in the areas of housing, health care, public benefits, education, juvenile justice, employment, and civil rights.

The purpose of LAJC's undergraduate internship program is to support the advocacy functions of the law firm while allowing local undergraduate students to gain a deeper understanding of poverty and the systems that keep people in poverty in the Richmond metropolitan area. Undergraduate interns work under the supervision of the Managing Attorney and the Legal Assistant. LAJC currently has two undergraduate volunteer positions available.

LAJC undergraduate volunteers assist staff with a variety of matters:

- Clerical work for LAJC attorneys (conducting interviews, performing factual investigations, research, writing, correspondence, making copies, reviewing documents, and running down to the courthouse).
- Office support work for front-desk staff (answering phones, filing, completing intakes, scheduling appointments, triaging callers, and assisting walk-in clients).
- Fundraising support for development staff (data entry, correspondence, mailings, and event planning).
- Outreach support for organizing staff (scheduling, creating outreach materials, translating materials, and assisting with outreach events).

Minimum requirements:

- Commitment to volunteering for a regular schedule for at least 5 hours/week.
- Commitment for a full academic year preferred.
- Personable, empathetic communication style.
- Attention to detail.
- Proficiency with Microsoft Office suite. Familiarity with databases preferred.
- Spanish language proficiency preferred.
- Eagerness to familiarize self with the scope of poverty in the Richmond community and the various strategies available to address poverty and systemic injustice.
- Ability to juggle many tasks and work in a fast-paced law office environment.

The positions are unpaid, but LAJC will provide necessary administrative support to students who wish to earn course credit.

To apply, please send a cover letter, resume, and references to Miriam Torian at miriam@justice4all.org with the subject line "Richmond Undergraduate Intern Application."