



Summer 2019 Paralegal Internship

ArchCity Defenders is a nonprofit civil rights law firm providing holistic legal advocacy and combating the criminalization of poverty and state violence against poor people and people of color. ACD uses direct services, impact litigation, and policy and media advocacy as its primary tools to promote justice, protect civil and human rights, and bring about systemic change on behalf of the poor and communities of color directly impacted by the abuses of the legal system.

While continuing to provide holistic legal advocacy to the indigent in St. Louis, ArchCity Defenders is working on broad-based change to the St. Louis region's criminal legal system. One way we advance this agenda is through the use of **impact litigation**. In order to effectively file and argue civil rights impact cases, it is necessary to have extensive knowledge of legal precedents, state and federal statutes, and county and municipal ordinances.

Although impact litigation has become one effective tool for change, ArchCity Defenders remains dedicated to representing our clients and changing the lives of our clients on an individual basis. To this end, we provide **direct representation** in housing, elder, consumer, family, criminal, and other areas of the law.

Paralegal interns function as a part of an interdisciplinary team and coordinate with attorneys and staff to support ACD's mission and expand our reach. A successful intern needs to be assertive, independent, persistent, empathetic, proactive, and flexible. They will need to take initiative, use problem-solving skills, see projects through to completion, and become a strong advocate for themselves and others.

RESPONSIBILITIES

- Interview and communicate with clients and witnesses
- Perform fact and legal research
- Draft memos, motions, pleadings, or letters to clients
- Assist with discovery and investigations
- Communicate with courts
- Create and maintain case files
- Assist attorneys in preparing for court
- Perform other office operation functions or any other duties as assigned to help the legal staff do its best work
- Support the mission of ACD and work with staff to support that mission



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QUALIFICATIONS

- Proficiency in Microsoft Office Suite
- Excellent written and verbal communication skills
- Excellent research and writing skills
- Excellent interpersonal and communication skills
- Detail-oriented approach to working in a team-driven organization
- High capacity for problem solving and self-direction and the ability to work independently within time constraints
- Flexible and able to respond appropriately to ACD's changing needs
- Commitment to racial and economic justice and systems change
- Cultural awareness and sensitivity toward diverse populations; awareness of structures of power, privilege, and oppression
- Proficiency in Spanish or other languages is appreciated, but not required

All internships are volunteer positions. However, ACD will work with students who secure funding from outside sources or to obtain class credit where available. Most summer interns work full-time for 8-10 weeks.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants.

To apply, please send cover letter, resume, and writing sample as one PDF to Jacki Langum, Director of Advocacy, at JLangum@archcitydefenders.org. Please reference [Summer 2019 Paralegal Internship] in the email subject line.

Applicants are encouraged to submit materials as early as possible as decisions will be made on a rolling basis. Applications will be accepted until the position is filled.