



Intake Internship

ArchCity Defenders (ACD) is a holistic legal advocacy organization that combats the criminalization of poverty and state violence, especially in communities of color. ACD's foundation of civil and criminal legal representation, social services, impact litigation, policy and media advocacy, and community collaboration achieves and inspires justice and equitable outcomes for people throughout the St. Louis region and beyond.

ArchCity Defenders envisions a society liberated from systems of oppression where the promise of justice and racial equity is realized; communities where our approach to public safety prioritizes investment in well-being, health, and transformation without relying on criminalization and incarceration; and people living freely in their communities, thriving regardless of their race or income.

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, consumer, family, criminal, municipal, and other areas of the law.

The intake intern is one of the first people to interact with prospective ACD clients. The intern will assist with greeting people at the front desk, answer the telephone and direct calls to appropriate staff, process requests for assistance, interview applicants, conduct conflict checks, provide referrals, support attorneys and paralegals, update and maintain the case management system, assist with outcome tracking and collecting necessary case-related documentation, help produce community education materials, engage in community outreach as needed, and draft declination letters.

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 (including those listed above):

- Prepare case files and schedule client interviews following intake screening
- Review, organize, and maintain inventory of closed case files from staff
- Provide general administrative support
- Provide paralegal support to attorneys including basic legal research and drafting closing memorandum
- Determine if there is a legal aspect to an applicant's problem and summarize the issue
- Open computer files for new clients and new cases.
- Input data from online or paper applications
- Scan and upload applications and client documents to ACD's case management system
- Develop and maintain knowledge of legal and social service agencies that can help applicants both eligible and ineligible for ACD's services
- Facilitate case placement with volunteer attorneys
- Participate in organizational projects such as conducting client surveys and tracking data
- Support the mission of ACD and work with staff to support that mission through intake coordination and case work
- Any other duties as assigned to help ACD staff do their best work

Qualifications

- Excellent interpersonal, written, and verbal communication skills
- Good listening skills
- Basic administrative skills
- Detail-oriented approach to working in a team-driven organization
- High degree of computer data entry proficiency and accuracy
- Proficient at the use of technology, including, but not limited to, word processing, spreadsheets, internet-based programs and computer-based legal research
- High capacity for problem solving and self-direction and the ability to work independently within time constraints
- Willingness to learn and further develop technology skills and abilities
- 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

Please visit our application links on our [Internships page](#) to obtain more information about internship requirements, application instructions, and application deadlines.

ArchCity Defenders is an equal opportunity employer and strongly encourages applications from people who identify with historically underserved or underrepresented communities,

people of color, persons with disabilities, women, LGBTQIA+, and gender non-conforming applicants. ACD encourages applications from all individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, familial status, citizenship, disability, military or veteran status, and record of arrest or conviction.