



**Job Title:** 2023 Summer Legal Internship- Information Technology and Communications

**Location:** Denver (remote/hybrid)

**Classification:** Part-Time, Intern

**Duration:** Summer 2024, 10 weeks

**Reports To:** Molly French, Director of IT and Innovation, and Emily Wenger, Director of Communications

**Salary Range:** \$3,000 for Summer, 2024

### **ORGANIZATION OVERVIEW:**

Colorado Legal Services (CLS) is Colorado's statewide nonprofit legal aid program, with thirteen offices providing civil legal assistance to low-income Coloradans throughout the state. CLS provides free legal assistance in a broad variety of legal areas, including family law, eviction defense, consumer protection, services to survivors of serious crime and human trafficking, and many others.

CLS has strengthened lives, assisted families, and supported communities – one person at a time for almost a century. We are committed to providing high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful high impact and advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

### **POSITION SUMMARY**

*Working closely with the Directors of IT and Innovation and Communications, and Information Technology staff, as well as with attorneys, paralegals, intake specialists and other vital CLS support staff, the core responsibilities of this role involve both assisting with project tasks necessary to improve on and elevate CLS' current technology and communications efforts impacting positive interactions and increased awareness with external stakeholders including applicants, clients, former clients, Colorado's Access to Justice stakeholders, and other community partners interested in increasing access to justice throughout the state, and to assist with efforts to elevate efforts to improve on processes internally.*

*This individual will:*

- *Possess a strong interest in collaborative work*
- *Work effectively both independently and in group settings*
- *Confidently conduct research, assess and provide initial analysis of research*
- *Understand and can write in person-centered language*
- *Be an effective communicator and meeting facilitator*
- *Organize, effectively facilitate and summarize key meeting take aways*
- *Promptly meet deadlines*
- *Effectively document and share all work product, including maintaining accurate and up-to-date records of all activities related to the position*
- *Communicate effectively with staff, volunteer, vendors and other stakeholders*



- *Adhere to all relevant laws, regulations and company policies*
- *Participate in professional development activities to stay up to date with industry trends and best practices.*

#### **REQUIRED QUALIFICATIONS:**

- *Undergraduate student or have completed studies in areas such as User Experience Design, focus group facilitation, process improvement, social media strategy and more*
- *Possess an understanding of the intersectionality between law, technology and effective delivery of legal and other information*

#### **PREFERRED QUALIFICATIONS:**

- *Understand the challenges of poverty in relation to access to legal help and technology*
- *Be currently enrolled in, attending or have attended law school*
- *Spanish-speaking, reading and writing ability is strongly desired, but not required*

#### **CLS' COMMITMENT TO STAFF, VOLUNTEERS, INTERNS AND FELLOWS:**

CLS values its employees' commitment to working hard for the population we serve and recognizes the importance of work/life balance; therefore, we offer flexible work schedules, hybrid work arrangements. We promote and foster a diverse, inclusive, equitable and psychologically safe work environment and strive to be a "Best Place to Work" in Colorado.

#### **HOW TO APPLY:**

Please email a copy of your resume and cover letter to [glorenz@colegalserv.org](mailto:glorenz@colegalserv.org). Please include "2024 Summer Legal Internship - Technology Unit" in the subject line.

**Note:** Please mention how you heard about the job announcement in your email.

No phone calls or recruiting firms please.

#### **OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSIVITY AND BELONGING:**

CLS embraces diversity, equity, inclusion, and belonging as an Equal Opportunity Employer in a serious way. We are committed to building and retaining a workforce that respects and seeks to empower each individual and represents a variety of diverse cultures, perspectives, skills, and experiences within our workforce. We encourage all qualified candidates to apply for this position.