Job Title: Intern - Law Income Taxpayer Clinic

Location: Denver, CO

Classification: Non-Exempt, Full-time (37.5 hours per week) for 8 weeks

Pay: $25 an hour

Reports To: Low Income Taxpayer Clinic Director

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 over 90 years. We provide high-quality, free legal advice and representation to eligible individuals throughout Colorado. We have a long history of successful high impact advocacy. CLS strives to bring about substantive, transformational change in the lives of those we serve.

POSITION SUMMARY

The Low Income Taxpayer Clinic works to correct economic injustice by increasing access to essential poverty alleviation benefits distributed through the tax system. The current Low Income Taxpayer Clinic staff fulfills this mission by providing representation in tax controversies with the Internal Revenue Service (IRS) and Colorado Department of Revenue; education about taxpayer rights and responsibilities; and advocacy to improve the fairness and integrity of the tax system.

CLS's LITC is a statewide program with staff based in the Denver and Colorado Springs offices. The current LITC staff includes the LITC Director and the full-time LITC paralegal. Volunteers and interns participate in cases, outreach, and short-term projects under attorney supervision.

ESSENTIAL DUTIES:

- Maintain positive relationships with internal and external stakeholders to improve client referrals and services.
- Attend outreach activities to share information about Colorado Legal Services Low income Taxpayer Clinic.
- Support LITC case work by scheduling meetings with clients, conducting intake interviews, gathering client documents, and drafting client letters and IRS forms.
- Communicate with clients and partners using plain language in a manner that is trauma-informed and culturally responsive.
- Draft public-facing outreach and education materials for low income individuals.
- Comply with all LSC and LITC grant requirements and all CLS policies and procedures.
REQUIRED QUALIFICATIONS:

- A demonstrated passion for social justice and commitment to working with immigrant communities, communities of color, and low-income communities to advance equity.
- Familiarity with the United States Tax System, such as coursework or experience preparing your own tax return, volunteering with volunteer income tax preparation programs, maintaining self-employed business records, or reviewing tax records.
- Attention to detail and comfort working with numbers.
- Current law or accounting student, law or accounting graduate, or someone with equivalent experience.

PREFERRED QUALIFICATIONS:

- Experience with low-income tax credits (ex. Earned Income Tax Credit)
- Fluency in English and Spanish.

HOW TO APPLY

Please email a copy of your resume and cover letter to glorenz@colegalserv.org. Please include "2024 Summer Legal Internship -Low Income Taxpayer Clinic" in the subject line.

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.