LEGAL INTERNSHIP

ABOUT THE YWCA
The YWCA is the oldest and largest women’s organization in the world. It is our mission at the YWCA to eliminate racism, empower women and promote peace, justice, freedom and dignity for all. Since 1913 the YWCA Spokane has served as a source of strength for women and children in the Spokane community. The YWCA Spokane’s three umbrella programs include Domestic Violence Victim Services, the Women’s Opportunity Center and Children’s Services. For more information please visit our website at www.ywcaspokane.org.

POSITION SUMMARY:
YWCA Spokane’s Legal team is seeking an internship position for a newly qualified candidates. Interns will be exposed to a variety of areas, with a primary focus on Family Law Practice and Domestic Violence Protection Orders. Candidates eligible for Rule 9 practice are encouraged to apply.

RESPONSIBILITIES:
Primary job duties include assisting in;
- Maintaining effective and confidential communication with clients through intake calls and letters.
- Researches and drafts materials including; pleadings for court for Family Law practice.
- Provides administrative support for Staff Attorneys as needed.
- Maintains client records and statistical information on clients served.
- Assist with grant reporting.
- Serves office support functions to include; answering, screening, and directing phone calls, along with printing or copying documents.
- Ensures legal department files are maintained and destroyed in compliance with record retention policies and procedures.
- Performs all other duties as assigned by the Supervising Attorney.

POSITION QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:
- Ability to pass a TB test and background check
- Graduate of an accredited college
- Enrolled in second or third year of an accredited law school
- Must maintain 15 hours of ongoing training annually

HOW TO APPLY
Please apply by submitting your RESUME and a COVER LETTER to ywcajobs@ywcaspokane.org

YWCA Spokane is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.