LAS LEGAL AID SOCIETY metropolitan family services
101 NORTH WACKER, SUITE 1700 | CHICAGO, IL 60606

# 711-LICENSED SAFE FAMILIES PROGRAM – SPRING 2027 INTERN/EXTERNSHIP

The Safe Families Program of the Legal Aid Society of Metropolitan Family Services is seeking 711-licensed law student candidates for a Spring 2027 intern/externship that will focus on working with domestic violence victims in criminal settings. The intern will work with the Safe Families Program team to provide direct representation to victims of domestic violence in their requests for orders of protection in conjunction with criminal prosecution when the parties have children in common. The position will be primarily in person at the Cook County Domestic Violence Courthouse (555 W. Harrison). This is a part-time, unpaid position, though applicants are encouraged to seek external funding, work-study funding, or class credits.

## RESPONSIBILITIES

1. Assist paralegals and attorneys with intakes and interviews of clients;
2. Appear in both civil and criminal court on clients' behalf with 711 license under supervision of an SFP attorney;
3. Identify and analyze legal problems and solutions relevant to orders of protection;
4. Participate with attorneys in negotiations with opposing counsels;
5. Prepare legal documents including petitions for orders of protection and motions;
6. Conduct legal research as necessary;
7. Maintain client files; and
8. Work effectively with staff and a diverse client population.

## QUALIFICATIONS

The ideal candidate will possess the following attributes:

1. An Illinois 711-license (or the ability to obtain one at the start of the internship);
2. Availability for one full day/week in-person;
3. Experience providing trauma-informed care to domestic violence survivors or marginalized communities;
4. Strong research and writing skills;
5. The ability to communicate effectively with attorneys, clients, and co-workers;
6. Strong organizational skills and attention to detail;
7. Ability to work effectively on individual assignments and as part of a team;
8. Patience and professionalism while working diverse clients; and
9. A willingness to ask questions and seek to clarify assignments and responsibilities.

Preferred Qualifications:

1. Spanish language fluency;
2. Availability two or more days per week; and
3. A background or interest in family law.

To apply, please email a **resume and cover letter** to Elizabeth Gresk, Director of Pro Bono, at LASInterns@metrofamily.org. Please note in the subject line the position which you are applying for (Safe Families Program). Applications will be reviewed on a rolling basis until the position is filled. Please note: a background check and fingerprinting will be required as part of the on-boarding process.