



## **ACLU of Arizona Legal Intake Intern**

The American Civil Liberties Union (ACLU) of Arizona seeks a part-time Legal Intake Intern to help process and organize requests for ACLU legal assistance. A semester-long commitment is requested, although the specific length and terms of the internship will be negotiated when an offer is made. This internship is unpaid, with the opportunity to earn school credit if applicable. The intern will be expected to commit approximately 10- 12 hours/week.

The ACLU of Arizona is the state affiliate of the American Civil Liberties Union, the nation's oldest and largest non-partisan membership organization devoted to the protection of the Bill of Rights and other constitutional freedoms.

### **Internship Overview and Responsibilities:**

The Legal Intake Intern will assist with legal intake by responding to phone calls and correspondence from people requesting legal assistance from the ACLU of Arizona. Under the direction of an attorney, the intern will also maintain case files including data entry and general filing, conduct research on various civil rights and civil liberties issues, and draft correspondence and other documents as assigned. The intern will also provide general clerical assistance for the ACLU of Arizona legal department. The Legal Intake Intern reports to the Legal Director.

### **Experience and Qualifications:**

- Undergraduate/Graduate students
- Strong writing and communication skills
- Enthusiasm and an interest in civil liberties issues
- Strong research skills
- Experience with Microsoft Office (Word, Excel)
- Highly organized and excellent record keeping skills

### **How to Apply:**

Applicants should send a cover letter indicating availability, resume and names of three references via email to Gloria Torres at [gtorres@acluaz.org](mailto:gtorres@acluaz.org). Please include "Legal Intake Intern" in the subject line.

*The ACLU of Arizona is an equal opportunity/affirmative action employer and encourages applications from women, people of color, persons with disabilities, and lesbian, gay, bisexual, and transgender individuals.*