**INTERNSHIP ANNOUNCEMENT**

**Milwaukee Justice Center Interns – SUMMER 2022**

The Milwaukee Justice Center is seeking internship candidates for Summer Semester 2022. This year’s Summer Internship will be conducted in a hybrid format, including some remote shifts (using the Zoom platform) and some in person shifts at the Milwaukee County Courthouse. Whether interns are remote or in person will be governed mostly by their schedule and personal preferences. Training and supervision are provided in both formats. Internships are unpaid but may be completed for academic credit. Interns must serve a minimum of two (2) shifts per week (about 6 hours), but may do more if desired. Because of the limitations of our hybrid services, we may not be able to accommodate interns who need more than 12 internship hours per week. This is an excellent opportunity for students interested in pursuing social work, social justice, or legal careers. All majors are accepted, and no prior experience is required.

**To apply, please submit a cover letter and resume to Kyla Motz, Milwaukee Justice Center Legal Director, at kyla.motz@wicourts.gov**.

**Priority consideration for Spring positions will be given to applications received by 11:59 pm on Monday, March 21, 2022. All applications to be considered must be received by 11:59 pm on Monday, April 18, 2022.**

**We have limited spaces and a high volume of applicants, so we strongly encourage candidates to submit their applications by the priority deadline, when possible.**

**Position Summary**:

Interns will interview self-represented individuals and assist with completing legal forms and describing filing procedures in the courthouse. Interns will create written notes with any special directions, information, or referrals that their specific client needs. Some interns may also assist with intake and administrative operations where they will answer questions about available services, offer direction to referral resources, and assist clinic staff with the virtual and in person sign-in processes.

Responsibilities include:

* Interviewing clients and gathering information
* Identifying appropriate services and procedures
* Assisting clients to complete typewritten forms
* Explaining multi-step processes for filing an action or motion in Milwaukee County Circuit Court
* Writing directions and notes about the session for the client’s reference
* Understanding the difference between legal advice and legal information
* Maintaining client and case information confidentiality
* Communicating with supervisors to ensure accurate process and information
* Other duties, as assigned

Well-qualified applicants will:

* Be in good academic standing; all class years (Freshman through Senior) accepted
* Have strong written and oral communication skills
* Have strong interpersonal and customer service skills
* Be available for 2-3 shifts during the week. Tentatively, Summer shifts will be at the following times:
  + 8:30am -12pm Monday, Tuesday, Wednesday, and Friday
  + 1:00pm-4pm Tuesday, Wednesday, and Thursday
  + 4:30pm-7:30pm Thursday
* Have general knowledge of word processing software, Zoom, internet usage, and database searches
* Be dependable and reliable
* Speak a second language proficiently (this is desired, but not required)

Interns who perform at a high service level will be offered additional opportunities for service, including learning more complicated forms, positions on the Student Advisory Board, and observing attorneys as they provide brief legal advice (remotely) in the MVLC.

**About the Milwaukee Justice Center (“MJC”)**

The Milwaukee Justice Center provides services to thousands of individuals annually who are representing themselves in civil legal matters. The MJC offers self-help services through the Family Law Self-Help Desk and other services geared towards empowering pro se litigants.