

## Summer 2024 Student Openings at Mid-MN Legal Aid Minneapolis

Mid-Minnesota Legal Aid (MMLA) is seeking rising 2L and 3L law students to work in our Minneapolis office. In your cover letter, please indicate which practice group(s) you are interested in and how many hours per week you will be available to work.

MMLA's office is in downtown Minneapolis at 111 North 5th Street, Suite 100. MMLA provides free representation to its low-income, elderly, and disabled clients. It focuses on providing the legal services needed so that its clients can meet their most basic needs such as access to safe and secure housing, safety from domestic violence, access to government programs that provide baseline cash and food support, stable immigration status, and access to health care.

Mid-Minnesota Legal Aid has a hybrid work environment, requiring staff to be in person at our offices two days per week. We ask that our clerks follow the hybrid schedule, while allowing some flexibility as needed. MMLA has dedicated office space that our summer clerks can reserve that allows for access to our attorneys and staff as well as helps build community among our clerks. We hold weekly training sessions for clerks to learn about topics relevant to legal practice and public interest work, as well as provide a space to discuss successes and challenges of their clerkships.

As an equal opportunity employer, MMLA is committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. We welcome information about how your experience can contribute to serving our diverse client communities. Applicants are encouraged to share in their cover letter how they can further our goal of equal justice for all. We are committed to a discrimination- and harassment-free workplace.

### **PRACTICE GROUPS:**

**Community Clinics:** MMLA has partnered with a collection of trusted organizations to place legal aid attorneys in our clients' neighborhoods. These partner organizations include African Community Services (ACS), the Brian Coyle Center (BCC), Children's Hospital, the Division of Indian Work (DIW), the Harrison Neighborhood Association (HNA), and Waite House. MMLA and these

organizations work together to provide holistic services, meeting our clients' legal and social needs. The focus of the internship is on community lawyering and is not restricted by case type. *Seeking full-time assistance.*

**Immigration Law Project (ILP):** ILP provides legal representation to clients in a full range of immigration contexts, including removal/deportation defense, adjustment of status, citizenship, and VAWA-based cases (U and T visas). *Seeking full-time assistance, but open to part-time.*

**Litigation:** MMLA has two litigation directors who provide guidance, strategic case planning, brief writing review, and moot court practice for our attorneys preparing for trial. The litigation law clerk would be involved in real cases for real clients, assisting with research, investigations, and observations. Assignments depend on what cases are set for trial and could involve any of our nine civil practice areas. *Seeking full-time assistance.*

**Tax:** MMLA's Low-Income Taxpayer Clinic (LITC) is funded by the IRS to represent people with tax-related disputes. We help clients reduce the debt they have to pay to the IRS, get affordable payment agreements or forbearance from payments, challenge identity theft, claim the innocent spouse defense to tax debt among many other issues. *Seeking full-time and part-time assistance.*

**Pro Bono:** MMLA's Pro Bono Unit seeks to help the organization meet the legal needs of our communities by pairing clients with volunteer attorneys. We provide training and support to volunteers as they represent clients in short and long-term legal cases. *Seeking part-time or full-time assistance.*

#### **RESPONSIBILITIES MAY INCLUDE:**

- Apply the principles of MMLA's Racial Justice Values Statement in all interactions.
- Interview clients.
- Conduct legal research.
- Prepare case documents including pleadings, memoranda, letters to opposing counsel, etc.
- Research current policy issues to prepare and present community education materials.
- Draft volunteer manuals.
- Participate in weekly practice group case review meetings.
- Other duties as assigned.

**QUALIFICATIONS:**

- Demonstrated interest in and commitment to the needs of low-income/vulnerable clients.
- Proficiency using Microsoft Office.
- Excellent attention to detail, interpersonal skills, communication, analytical, and writing skills.
- Ability to handle a variety of assignments while building collaborative relationships with clients, staff, and the community.
- Diverse economic, social, or cultural experiences highly valued.
- Second language proficiency, especially Arabic, Hmong, Somali, or Spanish, preferred.
- Consideration will be given to the applicant's relevant coursework and/or legal clinic experiences as well as past clerkships.

**PAY:** These positions are not paid. Please consider work-study if you are eligible and check with your law school for summer public interest funding opportunities.

**APPLICATIONS:** Submit resume and cover letter expressing a) area of interest, b) commitment to public interest work, and c) how your previous personal or professional experience will help you relate to our clients at <https://mylegalaid.org/employment>. Applicants must also complete the applicant questionnaire. Open until filled, with preference given to candidates who apply by March 1, 2023.

If you require a reasonable accommodation for completing this application, interview, or otherwise participating in our selection process, please contact Ann Cofell at [acofell@mylegalaid.org](mailto:acofell@mylegalaid.org).

Please direct all other inquiries to [hireing@mylegalaid.org](mailto:hireing@mylegalaid.org).

Mid-Minnesota Legal Aid is an Equal Opportunity/Affirmative Action employer.