

# Employment, Volunteer, and Internship Opportunities



Idaho Legal Aid Services, Inc. (ILAS) is the largest public interest law firm in the State of Idaho. The firm has offices in Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls. ILAS also maintains three statewide attorney-staffed advice lines, addressing senior, housing, and domestic violence related legal issues. ILAS seeks equal justice for the underprivileged and low-income community through legal representation, community outreach, and education.

Whether you are staff, a student, or a volunteer, Idaho Legal Aid Services, Inc. offers interesting and challenging work where you can help those in need, develop new skills, and gain insight into your community.

Information regarding available employment, internship, externship, and volunteer opportunities is listed below. If you are interested in Pro Bono Opportunities, please click here: [Pro Bono](#).

## **Employment Opportunities**

### **Staff Attorney-Boise**

Idaho Legal Aid Services (ILAS) is seeking applicants for a Staff Attorney in its Boise office. The attorney selected for this position must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. The attorney will provide direct representation across several practice areas: family law (representing survivors of domestic violence, sexual assault and stalking), housing (evictions, foreclosures, housing discrimination), public entitlements (SNAP, Medicaid benefits), and elder law (powers of attorney, elder abuse/neglect, Medicaid for long-term care). Duties will include using your professional judgment to effectively manage your caseload from beginning to end, communicating with clients, drafting legal documents, making court appearances and collaborating with co-workers and partners. This attorney will also conduct occasional outreach and education to individuals and organizations that serve our client community, including LGBTQ, unhoused, refugee, immigrant, and Latino groups.

Our staff love working at ILAS because of our mission and the opportunity to help people in our communities. In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full time position of 37.5 hours per week. Staff are eligible to participate in a telecommuting program after three months at ILAS.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The person hired for the position must believe in ILAS's mission of providing equal access to justice and be a member of the Idaho State Bar, or able to readily transfer based on their UBE score or reciprocity. Extra consideration given to applicants with a history of public service or fluency in Spanish. The entry-level annual salary for this position for a person with one year or less of experience is \$65,000, increasing based on experience. Excellent benefits including life, health, dental, and disability insurance. Staff may qualify for Legal Services Corporation's loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available.

Email your cover letter, resume, and list of three references to [bevalLEN@idahoLEGALaid.org](mailto:bevalLEN@idahoLEGALaid.org). ILAS is an equal opportunity, affirmative action

employer. **Applications will be accepted until the position is filled.**

*Please read the full announcement posted below for further details.*

### **Legal Secretary/Receptionist-Boise**

Idaho Legal Aid Services (ILAS) is seeking applicants for a full time legal secretary/receptionist in its Boise office. Legal secretarial skills or training is preferred. Ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), AdobePro and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. ILAS provides free legal services to low income persons in civil matters and successful applicants must have a passion for our mission and values.

We value a sustainable work/life balance. This is a full time position of 37.5 hours per week. Staff are eligible to participate in a telecommuting program after three months at ILAS. The wage for this position is \$17.08-\$23.50 per hour, DOE (salary supplement for bilingual employees).

ILAS provides opportunities for meaningful work and the professional growth of its employees. We offer excellent benefits including life, health, dental and disability insurance. ILAS provides generous leave benefits and a retirement plan. The successful applicant may qualify for federal loan forgiveness programs.

Email your cover letter, resume, and list of three references to Angela Aninon at [angelaaninon@idaholegalaid.org](mailto:angelaaninon@idaholegalaid.org). ILAS is an equal opportunity, affirmative action employer. **Applications will be accepted until the position is filled.**

*Please read the full announcement posted below for further details.*

### **Managing Attorney-Coeur d'Alene**

Idaho Legal Aid Services (ILAS) is seeking applicants for a Managing Attorney in its Coeur d'Alene office. The attorney selected for this position must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. Cases may include representation across several practice areas: family law where there has been domestic violence, housing, public entitlements, Indian and elder law. Duties will include using your professional judgment to effectively guide the office, collaborate with co-workers and partners and manage a caseload. The attorney will also draft written legal education materials and conduct outreach and education to

individuals and organizations that serve our client community, including LGBTQI, unhoused, refugee, immigrant, and Latino groups.

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ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The person hired for the position must believe in ILAS's mission of providing equal access to justice and be a member of the Idaho State Bar, or able to readily transfer based on their UBE score. We are looking for someone with litigation or family law experience, ideally five+ years, and a history of public service. Salary depends on experience. For example, annual salary for an attorney with five years of experience: \$72,900-\$73,300+ DOE, plus a \$4,000 hiring bonus. Excellent benefits including life, health, dental, and disability insurance. Staff may qualify for the Legal Services Corporation's loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available.

Email your cover letter, resume, and list of three references to Bev Allen: [bevallen@idaholegalaid.org](mailto:bevallen@idaholegalaid.org). ILAS is an equal opportunity, affirmative action employer. Email Ms. Allen to request application or interview accommodations.

**Applications will be accepted until the position is filled.**

*Please read the full announcement for further details. [View full Announcement](#)*

### **Director of Development and Special Projects - Boise**

Idaho Legal Aid Services (ILAS) is seeking applicants for a Director of Development and Special Projects (Director) based out of its Boise office. The Director will serve as the primary grant writer and will manage funder relationships, engage in compliance reporting and support special project initiatives. The Director will work with ILAS's administrative team and regional staff to generate funding to serve the critical legal needs of low-income Idahoans. Specifically, the Director will plan and implement grant programs, oversee preparation of proposed grant budgets, research funding opportunities, supervise grant staff, identify support agencies, track results and completion of grant deliverables, and monitor financial data and/or expenditures.

The Director will also spearhead projects that align with ILAS's mission.

The ideal candidate should have superior organizational skills, great leadership qualities, ability to work as part of a team, excellent communication skills and exceptional budgeting and monitoring skills. The position requires strong writing, data analysis, program budgeting, project management skills, and the ability to measure and report outcomes in a compelling way. The position requires a Bachelor's Degree or equivalent and a demonstrated interest in ILAS's mission.

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Entry level salary for a person with a minimum of three years of experience is \$63,000 with additional increases based upon experience. Excellent benefits including life, health, dental, and disability insurance. ILAS offers generous leave benefits and a retirement plan. Staff may qualify for federal loan forgiveness programs. Relocation assistance is available.

Email your cover letter, resume, and list of three references to Bev Allen: [bevallen@idaholegalaid.org](mailto:bevallen@idaholegalaid.org). ILAS is an equal opportunity, affirmative action employer. Email Ms. Allen to request application or interview accommodations.

**Applications will be accepted until the position is filled.**

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### **Staff Attorney-Nampa**

Idaho Legal Aid Services (ILAS) is seeking applicants for a Staff Attorney in its Nampa office, a vibrant community with a high quality of life and varied outdoor recreation activities (hiking, mountain biking, paddle boarding, skiing) in close proximity. The attorney selected for this position must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. The attorney will maintain a mixed caseload that could include: family law (representing survivors of domestic violence, sexual assault and stalking), housing (evictions, housing discrimination), public entitlements (SNAP, Medicaid benefits), and elder law (powers of attorney, elder abuse, Medicaid long-term care). Duties will include using your

professional judgment to manage your caseload from beginning to end, communicating with clients, drafting legal documents, making court appearances and collaborating with co-workers and partners. This attorney will also conduct occasional outreach and education to individuals and organizations that serve our client community, including LGBTQ, unhoused, refugee, immigrant, and Latino groups.

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Email your cover letter, resume, and list of three references to Erik Johnson the Nampa Managing Attorney at [erikjohnson@idaholegalaid.org](mailto:erikjohnson@idaholegalaid.org). ILAS is an equal opportunity, affirmative action employer. **Applications will be accepted until the position is filled.**

*Please read the full announcement for further details. [View full Announcement](#)*

### **Staff Attorney-Lewiston**

Idaho Legal Aid Services (ILAS) is seeking applicants for a Staff Attorney in its Lewiston office. The attorney selected for this position must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. The attorney will provide direct representation across several practice areas: family law (representing survivors of domestic violence, sexual assault and stalking), housing

(evictions, foreclosures, housing discrimination), public entitlements, and elder law. Duties will include using your professional judgment to effectively manage your caseload from beginning to end, communicating with clients, drafting legal documents, making court appearances and collaborating with co-workers and partners. This attorney will also conduct occasional outreach and education to individuals and organizations that serve our client community, including LGBTQ, unhoused, refugee, immigrant, and Latino groups.

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### **Internship, Externship, and Volunteer Opportunities**

Information regarding available employment, internship, externship, and volunteer opportunities with Idaho Legal Aid Services, Inc. are listed below.

If you are interested in Pro Bono Opportunities through the Idaho Volunteer Lawyers Program, please click here for more information: [Pro Bono](#).

## **Volunteers**

Volunteers are vital for us to serve our client community. Legal volunteers, such as active and retired attorneys, law and paralegal students, and financial and accounting sector volunteers and marketing, media, or communication sector volunteers, contribute invaluable services to our offices each year.

If you are interested in volunteering at an ILAS office, please call our statewide number at: (208) 746-7541 to be connected to your local office's volunteer coordinator.

## **Internships and Externships**

Opportunities: 1L, 2L, or 3L Internships or Externships; select offices may offer undergraduate internships

Compensation: Unpaid; Credit Available

Position Description: The intern/extern will work with staff attorneys on legal research projects and will assist with cases. The intern may work in a variety of legal areas, including housing, family and domestic violence, consumer, public benefits, guardianships, wills and trusts, elder, and/or Indian law.

The intern will have the opportunity to take on substantial responsibilities, which may include: calling and meeting with clients; interviewing witnesses; assisting in trial preparation; researching and writing briefs and memorandums; drafting complaints and other pleadings; and/or conducting educational workshops. The intern may also be responsible for administrative tasks like filing and copying.

Time Commitment: The time commitment for internship or externship will generally be governed by the law student's school's requirements to obtain credit. For interns who will not receive credit, the weekly time commitment is negotiable. However, for a summer internship, at least fifteen hours per week for eight weeks is required.

Qualifications: 1L applicants must have completed the first year of law school. 2L or 3L applicants may be in any semester of study. The applicant must have an interest in working with the low-income community and addressing poverty law issues. The



applicant should: be self-motivated; possess a strong sense of justice; exhibit professionalism; be willing to work under deadlines; and, have excellent interpersonal skills and quality legal writing skills or a strong interest in improving his or her writing ability.

For more information regarding internship or externship opportunities, please call our statewide phone number at: (208) 746-7541 to be connected to the intern/extern coordinator at your local office.

Last updated on May 02, 2024.

Files

[Staff Attorney Boise May 2024.pdf](#)

[Managing Attorney CdA 2024.pdf](#)

[Nampa Staff Attorney Jan 2024.pdf](#)

[Development Director & Special Projects March 2024.pdf](#)

[Legal Secretary Boise 2024.pdf](#)

[Lewiston Attorney March 2024.pdf](#)

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### News & publications

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In an important step in securing equal rights for same-sex couples, a federal court ruled yesterday that an unmarried, lesbian mother can continue her fight to be recognized as the parent daughter.

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