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-Twin Falls

Idaho Legal Aid Services (ILAS) is seeking applicants for a full time (37.5 hours/week) staff attorney in our Twin Falls office to serve clients in the Fifth Judicial District. The attorney may represent clients in a variety of areas including housing (evictions, foreclosures, housing discrimination), public entitlements (Medicaid), elder law (such as advanced directives) and family law (representing survivors of domestic violence, sexual assault and stalking). Must be a member of the Idaho State Bar or able to readily obtain admission. Staff are eligible to participate in a telecommuting program after three months at ILAS.

Extra consideration given to applicants with a history of public service or fluency in languages relevant to our client community. Entry level annual salary for a person with less than one year of experience is $60,000 plus a one-time hiring bonus of $4,000. Excellent benefits include life, health, dental, and disability insurance. May also qualify for a Legal Services Corporation loan repayment program and federal loan forgiveness programs. Email your cover letter, resume, and list of three references to bevallen@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer. Applications will be accepted until the position is filled. See full announcement for further details. View full Announcement

Impact Attorney-Boise

Idaho Legal Aid Services, Inc. (ILAS) is seeking a Statewide Advocacy Attorney for its Boise, Idaho office. The ideal candidate is an experienced litigator who shares a commitment to equal justice and who can pursue innovative systemic advocacy on behalf of low income Idahoans. Your work will primarily be focused on developing case plans, tactics, and strategies to litigate complex civil cases and appeals in federal and state courts. You will also be responsible for identifying impact cases through engaging in community outreach, working with ILAS staff attorneys, and developing relationships with community partners.

The Statewide Advocacy Attorney is a critical position in meeting ILAS’s mission to provide high quality advocacy, education and representation to low income and
vulnerable Idahoans. ILAS has a rich history of groundbreaking advocacy in federal and state courts which has impacted the lives of Idahoans for over fifty years. ILAS attorneys serve the needs of urban and rural residents across Idaho, including survivors of violence, seniors, tenants, farmworkers, Native Americans, refugees, LGBTQI clients, and unhoused populations. This position provides the opportunity to make a meaningful difference in the lives of your clients. This is a full-time position of 37.5 hours per week.

See full announcement for further details. View full Announcement

**Director of Finance and Administration - Boise**

Idaho Legal Aid Services, Inc. (ILAS) is seeking applicants for a Director of Finance and Administration based at its Boise Office. The Director of Finance and Administration will be a strategic thought-partner and will report to the Executive Director. The successful candidate will be a hands-on firm leader and will support the following areas: finance; business planning and budgeting; fringe benefits; and administration. This is a tremendous opportunity for a finance professional to expand their leadership and management skills with a well-respected, high impact organization.

The successful candidate will have experience analyzing and presenting accurate financial reports, overseeing annual budgeting and planning processes, monitoring cash flow, managing accounts payable, preparing 990 tax returns, and implementing best practices in accounting. Although not required, candidates with experience administering federal grant budgets, including billing and reporting, will be given extra consideration. This position requires a Bachelor's Degree in finance, accounting, business, nonprofit management, or similar, with preference given to candidates with an MBA or CPA.

View full announcement in the attachment for further details.

**Contract Attorney - Lewiston**

Idaho Legal Aid Services, Inc. (ILAS), Idaho's largest no-cost, public interest law firm, has an exciting opportunity for an attorney in the 2nd Judicial District. As required by
ILAS's Legal Services Corporation funding, ILAS is looking to contract with a private attorney at a rate of $80-$100 per hour to accept (at your discretion) eviction defense and domestic violence related family law cases for low-income Idahoans referred from the local office. ILAS will provide access to training materials, pleadings, and our staff attorneys to support the contract attorney.

The contract will begin as soon as possible and end on December 31, 2023. The total hours worked under the contract will be negotiated but will not exceed 75 hours for the year. The attorney selected for the contract must believe in ILAS's mission of providing equal access to justice and must be a member of the Idaho State Bar. ILAS can provide malpractice insurance if attorney applicants do not have their own coverage.

Email your cover letter and a resume to sunriseayers@idaholegalaid.org. ILAS is an equal opportunity employer. To request application or interview accommodations, email sunriseayers@idaholegalaid.org.

**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.

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