Idaho Legal Aid Services, Inc.

Advocacy. Education. Representation.

www.idaholegalaid.org

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 four statewide attorney-staffed advice lines, addressing senior, housing, domestic violence, and Covid-19 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-Part Time- Coeur d'Alene Office

Idaho Legal Aid Services (ILAS) has a part time (22.5 hours per week) staff attorney position available in our Coeur d'Alene office.

You will serve clients in the First Judicial District and your caseload will primarily consist of housing, public benefits, guardianships, elder law, and family law where domestic violence is present. The position also includes outreach and education to individuals and organizations that serve our client community, which may include LGBTQ, un-housed, refugee, veteran, immigrant, and Latino groups. The annual salary for this part-time position is $28,350+ DOE. ILAS offers an excellent benefits package. See full announcement for further details and application procedures.

Applications accepted until position is filled.

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**Legal Secretary-Part Time- Coeur d'Alene Office**

Idaho Legal Aid Services (ILAS) has a part time (30 hours per week) legal secretary position available in our Coeur d'Alene office. Legal secretarial skills or legal secretarial training is required. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel) and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. Applicants must also have a passion for helping people. Preference given to bilingual Spanish speakers. Annual salary for 80% position is $19,000 and up DOE. Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits; and a 30 hour work week. Application deadline is October 9, 2020. Send cover letter, resume and names, addresses, and telephone numbers of three references to Sherry Leavitt, Office Manager at the Coeur d'Alene Office, at sherryleavitt@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer.

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**Bilingual Legal Secretary-Nampa Office**

Idaho Legal Aid Services (ILAS) has an 80% time (30 hours per week) bilingual (English/Spanish) legal secretary position available in our Nampa office.

Applicants should be proficient in Microsoft Office (primarily Word and Excel) and Google applications, and possess the willingness to embrace new technologies to better serve our clients. The position requires high attention to detail, strong people skills and a willingness to be a team player. Our work is challenging but rewarding. The Nampa office is staffed by five attorneys, one paralegal, and three secretaries. See full announcement for further details and application procedures.

Applications accepted until position is filled. Email resume and three references to Erik Johnson at erikjohnson@idaholegalaid.org.

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**Staff Attorney-Twin Falls Office**

Idaho Legal Aid Services (ILAS) has a full time (37.5 hours per week) staff attorney position available in our Twin Falls office.

You will serve clients in the Fifth Judicial District (south central Idaho) and your caseload will primarily consist of representing survivors of domestic violence, sexual assault and stalking in family law, housing, public entitlements, and other related cases. Services will range from legal advice through litigation. The successful applicant will join two other attorneys, two support staff and an outreach worker at the office. The annual salary for this full time position is $47,250+ DOE. ILAS offers an excellent benefits package. See full announcement for further details and application procedures.

Applications accepted until October 19, 2020. Email resume and three references to Bev Allen at bevallen@idaholegalaid.org.

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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.