ABOUT THE LAW FOUNDATION
The Law Foundation of Silicon Valley advances the rights of under-represented individuals and families in our diverse community through legal services, strategic advocacy, and educational outreach. Now with over 90 employees, the Law Foundation is the largest provider of free legal services in the South Bay. Located in downtown San Jose, the Law Foundation is a dynamic and interesting place to work. We pride ourselves on fostering a work environment that is motivating, collaborative and fun, with plenty of opportunities for professional growth. We are working towards a race-conscious legal services practice.

ABOUT THE PROGRAM
The Law Foundation of Silicon Valley exposes students to our different programs with the intention to help them develop as public interest attorneys. Each law clerk is assigned to a supervising attorney who will provide constructive feedback in a positive learning environment.

LACY advances the legal rights of young people in Santa Clara County, empowering them to lead healthy and productive lives. We listen to, advise, and advocate for our clients to ensure their voices are heard and their rights are protected.

Job Duties
After a training program consisting of written materials and staff lectures, the Law Clerk will apprentice with an attorney. Under the attorney’s supervision, the Law Clerk will be responsible for providing direct legal assistance and representation to clients.

1. Engage in all aspects of case management on behalf of clients.
2. Client interviews with children and young adults in the field and at office site.
3. Legal research and writing assignments, as needed by attorneys.
4. Participate in regular meetings with LACY and Law Foundation staff.
5. Client intake responsibilities
6. Participate in general office upkeep duties, including computer data entry of client and service provider contacts.
7. Opportunities for court appearances will be offered to certified law students, as appropriate.
**Desired Qualifications**

1. Strong commitment to civil rights.
2. Ability to analyze, write and present ideas clearly and concisely.
3. Commitment to youth advocacy.
4. Familiarity with legal research methods.
5. Ability to work independently and be self-motivated.
6. Organizational skills and computer proficiency.
7. Ability to treat all clients with dignity and respect.
8. Strong interpersonal skills.
9. Connections to and experience working with diverse populations, including communities of color and people living with disabilities.
10. Passion for social justice and race equity as well as a desire to provide assistance to underserved populations.
11. Bilingual language skills (particularly Spanish or Vietnamese) highly desirable.
12. 2Ls (i.e., rising 3Ls) preferred.

**LIVING ALLOWANCE**

The Law Foundation of Silicon Valley provides a $7,000.00 living allowance to each summer clerk who commits to and completes a 10-week internship. We encourage candidates who will receive course credit for the work/training completed over the summer with us.

The Law Foundation is an Equal Opportunity Employer/Affirmative Action Employer. We encourage people of color, women, people living with disabilities, older people, and lesbian, gay, bisexual, and transgender people to apply. It is the policy of the Law Foundation to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, ethnicity, ancestry, religion, age, sex, gender, sexual orientation, gender identity/expression, pregnancy, medical condition or genetic information, veteran status, national origin, disability, marital or other protected status. The Law Foundation will conform to the spirit, as well as the letter of all applicable laws and regulations.

**APPLICATION PROCESS**

Applications will be reviewed on a rolling basis until position is filled. Please submit the following via email to catherine.bonanno@lawfoundation.org: (1) a resume and (2) a cover letter that explains why you are interested in a summer internship with us, and a paragraph that addresses the question below:

In order to best serve our clients and our community, the Law Foundation is committed to creating a diverse and inclusive workplace in which differences are acknowledged and valued. How has your personal background or experiences, professional or otherwise, prepared you to contribute to social justice, race equity and diversity among our staff?