

LL.M. Pro Bono Placement Opportunities

LL.M. Pro Bono Placement –Planning and Estates Law Project, City Bar Justice Center

- The Planning and Estates Law Project (**PELP**) is the City Bar Justice Center’s new pro bono program to assist low-income New Yorkers with personal planning, end of life, and estate matters. The PELP pro bono panel works in collaboration with the City Bar Justice Center’s Legal Hotline. The Hotline screens the cases and refers them to the pro bono panel, which is led by Pamela Ehrenkranz of Wachtell, Lipton, Rosen & Katz. The panel provides legal advice and assistance with document preparation through regular clinics. Each student will be assigned to one of the pro bono panel members and will undertake supervised work, including legal research and preparing documents, interacting with clients, and meeting with the clients at the clinics. Students must be available to meet with their assigned pro bono panel members in preparation for the clinics.
- The pro bono placement will commence in September 2013. Students will complete about 20-25 hours of pro bono work within the fall semester. The clinics will be held at the NYC Bar Association building at 42 W 44th Street, New York, NY on the following dates and times: Tuesday, September 17, 2-4pm; Friday, October 4, 2-5:30pm; Friday, October 11, 2-5:30pm; Friday, November 8, 2-5:30pm. A 2-hour training session will also be held (at the beginning of September). Students must be available to attend the training and at least 3 clinics and should indicate which clinics they can attend on the application.
- **Application details:** To apply please send a letter of interest and resume to Amy Heading, LL.M. Pro Bono Manager at NYU School of Law at amy.heading@nyu.edu by Friday, 30 August.

LL.M. Pro Bono Placement – Litigation support and legal research - Brooklyn Defender Services Family Defense Practice

- BFDP provides interdisciplinary and holistic representation to low income families in the Brooklyn Family Court and advocates for systemic change in the family court and child welfare systems (more information on the organization can be found at <http://www.bfdp.org/>). Students will assist staff attorneys by interviewing clients at intake, drafting motions and pleadings, preparing for emergency hearings and trials and conducting legal research.
- The pro bono placement will commence in early September 2013 for the duration of the fall term. Students will be expected to commit at least 5 hours per week, but there will be some flexibility in terms of scheduling.
- Students will be required to attend a training session prior to the commencement of the placement. Students with litigation and/or family defense/civil rights experience, as well as those with Spanish, Mandarin, Creole, Russian and/or Polish language skills, are especially encouraged to apply.
- **Application details:** Please send a cover letter, resume and a list of three references to Lauren Shapiro (Attorney-in-charge) at LShapiro@bfdp.bds.org by Friday, 30 August. Please include “Fall NYU LLM Pro Bono Placement Application” as the subject.

LL.M. Pro Bono Placement – Legal Clinic for the Homeless, City Bar Justice Center

- The Legal Clinic for the Homeless provides advice, advocacy and representation to homeless families on a variety of matters related to public benefits (more information can be found at <http://www2.nycbar.org/citybarjusticecenter/projects/economic-justice/legal-clinic-for-the-homeless>). Students will attend clinics at shelters with private firm attorneys and Justice Center staff members and will conduct legal intake. Students will be assigned to pro bono client matters, where they will undertake supervised work which may include legal research, preparing documents, interacting with clients, and representation of clients at administrative fair hearings.
- The pro bono placement will commence in September 2013. It is estimated that students will complete 50 hours of pro bono work within 6-9 months, but flexibility is required due to the nature of the project. Students must be available to attend at least one clinic initially to be assigned to a pro bono matter (clinic are run on Tuesdays, Thursdays and Fridays at 1pm) and should indicate which clinic/s they can attend on application. Students will be required to attend a three hour training session.
- **Application details:** To apply please send a cover letter and resume to Amy Heading, LL.M. Pro Bono Manager at NYU School of Law at amy.heading@nyu.edu by Friday, 30 August.

LL.M. Pro Bono Placement - Call for Expressions of Interest for Fall Semester Placements with The Legal Aid Society

- The Legal Aid Society is a private, not-for-profit legal services organization that provides a comprehensive range of legal services in three areas: the Civil, Criminal and Juvenile Rights Practices. They are offering a wide range of opportunities for law students seeking to comply with the 50-hour pro bono requirement for admission to the New York Bar. Scheduling will depend on the individual project.
- Please see http://www.legal-aid.org/media/172244/pb_50hours_summary.pdf for detailed description of opportunities:
 - Civil Practice: Access To Benefits/Hurricane Disaster Relief Hotline; Foreclosure Prevention and Equity Preservation Project; Employment Law and Low-Wage Worker Project; Family Law/Domestic Violence Projects; Immigrant Defense Project; Prisoners' Rights Project/Re-Entry Project; Housing Eviction Prevention Project; Housing Development Unit Project; Homeless Rights Project; Disability Advocacy Project; Health Law Unit Project; Class Action Compliance Project; Mobile Outreach Unit Project.
 - Criminal Practice: Criminal Defense; Criminal Appeals Bureau; Criminal Defense Special Litigation Unit.
 - Juvenile Rights Practice: Juvenile Rights Practice; JRP Appeals Unit; JRP Special Litigation and Law Reform Unit
- **Application details:** To apply please send an expression of interest (with cover letter specifying practice/projects of interest and resume) to Amy Heading, LL.M. Pro Bono Manager at NYU School of Law at amy.heading@nyu.edu by Friday, 30 August.

LL.M. Pro Bono Placement – Access to Benefits Hotline, Legal Aid Society

- The Legal Aid Society is a private, not-for-profit legal services organization that provides a comprehensive range of legal services. The Access to Benefits Helpline is a targeted helpline to assist callers with benefits issues. Students will work alongside Legal Aid Society staff to answer the hotline, identify questions and legal issues, record basic information about each caller's issues, and provide advice when appropriate. Training materials will be provided along with a brief instruction by staff before each shift.
- The pro bono placement will commence as soon as possible. The hotline is open for calls every Tuesday, Wednesday, and Thursday from 10:00 a.m. to 1:00 p.m. and runs from the Society's 199 Water Street location. Students should indicate which clinic times/dates they can attend on application and must be able to commit to at least three shifts in total. When volunteering for a shift, students will be required to stay for the entire 3 hour shift.
- **Application details:** To apply please send a cover letter (including dates available) and resume to Emily Bormann at Ebormann@legal-aid.org. Please include '50 Hours A2B' in the subject line. Applications are accepted on a rolling basis.

LL.M. Pro Bono Placement – Legal Intern – New York Legal Assistance Group (NYLAG)

- NYLAG provides high quality, free civil legal services (including includes direct representation, case consultation, advocacy, community education, training, financial counseling, and impact litigation) to low-income New Yorkers who cannot afford attorneys. Students will assist staff and volunteer attorneys in all aspects of practice.
- NYLAG requires a commitment of 1-2 days per week for 3 months during semester or full-time during the winter break.
- **Application details:** To apply please send a cover letter (including availability) and resume to Samantha Steingard, Volunteer Coordinator at volunteer@nylag.org. Applications are accepted on a rolling basis.

LL.M. Pro Bono Placement – Consumer Debt Volunteer Lawyer for the Day Program – New York Legal Assistance Group

- The New York State Access to Justice Program and NYLAG run the Consumer Debt Volunteer Lawyer for the Day scheme for unrepresented consumer debtor litigants in the Bronx and Queens who are defending collection actions. Students will have the opportunity to represent clients in Court, negotiate with opposing counsel, and argue before a judge (supervised by volunteer attorneys and on-site coordinating attorney with expertise in consumer credit law).

- Students will be required to commit to attend the program once a week, or once every two weeks. The program runs Monday-Thursday from 9am-12pm at the Bronx Civil Court (next to Yankee Stadium, located at 851 Grand Concourse) and the Queens Civil Court (89-17 Sutphin Boulevard, Jamaica) on Mondays and Thursdays from 9am – 1pm. Both locations are easily accessible by public transportation. The Bronx Civil Court location is in urgent need of volunteers.
- **Application details:** To apply please send a cover letter (including availability) and resume to Lana Kleiman, Interim Director of Pro Bono at LKleiman@nylag.org. Applications are accepted on a rolling basis.

LL.M. Pro Bono Placement - Call for Expressions of Interest - Student Disaster Relief Network, Touro College

- The Student Disaster Relief Network at Touro has a number of programs that assist residents and small businesses in Long Island that were affected by Hurricane Sandy in 2012. These programs predominantly work on matters involving insurance claims, FEMA, and reconstruction issues.
- NYU is working with Touro to create pro bono placement opportunities for LL.M. students that may include weekend or holiday intensive pro bono work in the Long Island community, and/or independent legal research tasks that can be supervised remotely.
- **Application details:** Students who have a strong interest or previous experience in disaster relief legal work, and/or have Spanish speaking skills, are encouraged to send an expression of interest (with cover letter and resume) to Amy Heading, LL.M. Pro Bono Manager at NYU School of Law at amy.heading@nyu.edu by Friday, 30 August.

LL.M. Pro Bono Placement – Client Hotline - inMotion

- InMotion provides free legal services in the areas of matrimonial, family and immigration law to low-income women in New York City (more information on inMotion can be found at <http://www.inmotiononline.org/index.php>). Students will answer the client hotline, conduct client intake (identifying questions and legal issues), record basic information about each caller's issues, and help inMotion staff attorneys provide information and advice under supervision when appropriate.
- Students will be required to commit to one shift per week during the fall semester on Thursdays from 9.30 AM to 2.30 PM (for a minimum of 10 weeks, beginning in the first or second week of September). Training sessions and materials will be provided to students prior to their first shift. Students with Spanish speaking skills are preferred.
- **Application details:** To apply please send a cover letter and resume to Margie Bechara, inMotion Supervising Attorney, at mbechara@inmotiononline.org before 30 August 2013. Applications will be considered as they are received.

LL.M. Pro Bono Placement – Legal Intern (independent or weekly) – MDRC Legal Department

- MDRC is a nonpartisan social policy research organization that designs programs and conducts research to improve programs and policies that affect the poor, specifically focusing on public education, low income children, families and communities, low wage workers and people facing barriers to employment. MDRC is a nonprofit organization with tax-exemption pursuant to IRC section 501(c)(3). For more information about the organization please see www.mdrc.org.
- MDRC is offering two types of pro bono opportunities for students:
 - Independent Legal Intern: Students will be given the opportunity to research complex legal issues that have arisen in MDRC's projects and produce a written memo setting forth research results. Students can perform research at school or home and will be supervised remotely by MDRC staff members through email and phone communication. Occasionally, the student's research may require a meeting at MDRC.
 - Weekly Legal Intern: Students will perform assignments on a weekly basis for five hours per week over ten weeks and receive on-going assignments on various projects depending on research and transactional needs. Students will regularly attend meetings at MDRC's offices, 16 East 34th Street.
- Areas where legal assistance is currently needed include:
 - Transactional issues
 - Federal contracting: During the 2013 fiscal (calendar) year, MDRC will receive and pass through \$50 million (mostly federal funds) to demonstration sites, subcontractors and consultants. MDRC needs assistance in interpreting federal contractual requirements and

- passing through these requirements to our sites and research partners in contracts that we write to govern these relationships. MDRC wants to update research on liability implications for subcontractors.
- Federal tax law: MDRC's federal tax exemption imposes requirements regarding reporting and compliance, requiring research regarding intent and choices regarding the means for compliance.
 - Risk management: MDRC's demonstration projects present unique operational and research risks. MDRC needs help in evaluating the legal implications of such risks and in mitigating these risks through contractual vehicles.
 - Data acquisition issues
 - Administrative data sharing: MDRC collects administrative data for its research projects. State laws governing the release of such data, earnings and child welfare information as examples, are restrictive. MDRC needs assistance developing strategies for the acquisition of data. For example, MDRC is the evaluator in a national study designed to determine whether federal dollars should be spent on visiting nurse services for low-income mothers and their young children. The evaluation will take place in 18 states, requiring separate agreements with each of the states, each of nearly 200 sites, and all 54 state agencies providing data for the study. The negotiation of these agreements raises various legal questions.
 - Federal laws regarding data, including privacy and data security: MDRC collects data subject to HIPAA, FERPA and other federal regulations. MDRC needs assistance in interpreting these opportunities and applicable limitations pertaining to data acquisition. HIPAA was recently amended, and these amendments need to be analyzed for implications pertaining to MDRC's data collection.
 - Corporate governance/State law issues
 - MDRC is a Delaware corporation with offices in New York and California and demonstration projects/research operations in many states. MDRC needs assistance interpreting laws (including state and federal tax laws) affecting tax exempt nonprofit organizations. New York's Not-for-Profit Corporation Law was recently amended in significant part, and these amendments need to be analyzed.
 - Research conduct questions
 - Human subjects protections: MDRC's research projects are subject to Institutional Review Board (IRB) oversight. MDRC requires assistance with legal questions that arise with respect to the protection of human subjects and IRB oversight, including the informed consent process.
 - Legal challenges to the conduct of research: MDRC must stay current regarding legal challenges to the use of random assignment for the conduct of research as well as to the researcher/subject relationship.
 - Demonstration project issues
 - MDRC's design of demonstration projects can raise new legal questions. For example, with a national retail employer, MDRC seeks to implement an automatic savings vehicle for employees. This is an asset-building endeavor for low paid employees. The design raises federal and state legal, including regulatory, issues requiring significant legal attention.
 - **Application details:** To apply please send a cover letter (identifying which type of position you are interested in and including a brief statement explaining why you are interested in working with MDRC) and resume to Rachel Wagner, MDRC Legal Assistant at rachel.wagner@mdrc.org. A phone interview will be required for shortlisted applicants.

LL.M. Pro Bono Placement – Student Loan Program Coordinator/Volunteer - Legal Services NYC - Brooklyn (South Brooklyn Legal Services, Bedford Stuyvesant Community Legal Services and LSNYC - Brooklyn Branch)

- Legal Services NYC Brooklyn is developing a program to assist low income individuals with student loan debts, including seniors or disabled individuals who incurred the debt years ago, those who took online courses and have never obtained employment in the areas of study, low wage workers, unemployed workers, and those who were duped into school programs. In many instances these individuals were victims of alarming debt collection tactics that violated various consumer protection laws and led to onerous settlements they were forced to default on.

- Legal Services NYC is offering two types of opportunities for students:
 - Student coordinators: Two students that will work 10 hours a week with the project to participate in the hotline after training by the project's attorneys and help screen cases; recruit law student volunteers; and help train and provide guidance to law student volunteers, under the supervision of the attorneys.
 - Student volunteers: A group of 10 students that will be trained to work as volunteers. They will work on 4 to 5 cases assisting student loan borrowers under the supervision of the student coordinators and attorneys. It is anticipated that each case will take 3 - 5 hours, which will likely occur over ten week period of time.
- **Application details:** To apply please send a cover letter (identifying what opportunity you are interested in) and resume to Amy Heading, at amy.heading@nyu.edu before 6 September 2013.

LL.M. Pro Bono Placement – Legal Intern – Legal Services NYC, Brooklyn Programs

- Legal Services NYC's Brooklyn programs provide high-quality, innovative representation, education and outreach services to low-income people throughout Brooklyn.
- LSNYC's Brooklyn Programs has student volunteer opportunities available in all of its practice areas, including:
 - Brooklyn Low-Income Tax Clinic: represents clients in tax disputes, including Earned Income Tax Credit claims, collection issues, and identity theft problems.
 - Child Care Project: assists low-income clients to develop, maintain, and expand licensed home-based child care programs and represents providers in cases affecting their businesses.
 - Comprehensive Rights Unit: provides legal assistance to people living with HIV and their families in cases involving public benefits, housing, custody planning, advance directives, confidentiality, and access to medical care.
 - Consumer Unit: represents clients in debt collection and student loan cases and works to reform the debt collection industry through systemic advocacy.
 - Elder Law Unit: represents elderly clients in cases involving benefits and housing issues.
 - Employment and Unemployment Unit: represents workers in unemployment insurance hearings and other employment disputes, including discrimination claims, wage and hour violations, and the elimination of barriers to employment based on past criminal convictions.
 - Family Law/Domestic Violence Unit: represents survivors of domestic violence in Family, Supreme and the Integrated Domestic Violence Courts; some staff also work on site at the Brooklyn Family Justice Center providing survivors of domestic violence with comprehensive representation.
 - Foreclosure Prevention Project: assists low-income homeowners who are at risk of foreclosure due to abusive lending practices.
 - Housing Law Unit: preserves affordable, quality housing for low-income families through a combination of legal services, advocacy, and education, with a focus on rent-regulated and subsidized housing.
 - Immigration Project: provides assistance with VAWA self-petitions, U Visas and citizenship applications.
 - Mid-Atlantic Pension Project: advocates for workers and surviving spouses with pension problems throughout New York and New Jersey.
 - Special Education Project: assists families to access the special education services that provide students the support they need to learn and thrive.
 - SSI Unit: represents disabled and elderly people seeking benefits from the Social Security Administration.
- Interns will volunteer in the LSNYC Brooklyn office (1360 Fulton Street, Brooklyn) and assist with client interviewing and oral and written client advocacy.
- The pro bono placement will commence in September 2013 for the duration of the fall term. LSNYC will be open to flexibility regarding volunteer scheduling.
- **Application details:** To apply please send a cover letter (identifying which practice area/s you are interested in) and resume to Amy Heading, NYU School of Law Pro Bono Manager at amy.heading@nyu.edu before 6 September 2013.

LL.M. Pro Bono Placement - Immigration Legal Intern, International Rescue Committee (IRC) National Headquarters

- The IRC is a leading non-sectarian non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict. IRC staff and volunteers provide shelter, medical and public health assistance, education, training and income-generating programs for refugees in nearly 30 countries, and also help refugees resettle in the United States.
- The Immigration Legal Intern will work with the Immigration Unit under the supervision of the Director of Immigration on immigration matters related to the resettlement of refugees/asylees in the United States. The intern will provide legal and technical assistance regarding interpretation and impact of immigration law on refugees and asylees. S/he will provide analysis and interpretation of new policies issued by the Department of Homeland Security or other federal agencies that impact refugees/asylees, and will assist in the development of materials and systematic tools for the immigration program. Responsibilities may include:
 - Responds to legal inquiries from RROs made to HQ on immigration law related issues.
 - Assists with complex, sensitive or high-profile cases as assigned.
 - Research and prepares legal memos and materials for dissemination throughout the network on immigration law, policy and practice that impacts refugees, asylees, and/or requires compliance by IRC.
 - Performs regular and periodic reviews of DHS-issued policy papers, announcements of changes to rules and regulations and keep abreast of the latest DHS directives that impact upon the populations served by IRC.
 - Facilitates the development of training materials and trainings of the network on immigration issues or other refugee law issues for program development and standardization.
 - Assists with Citizenship-funded initiatives and ESL programming as needed
 - Conducts, monitors, and creates community outreach strategies pertaining to immigration and citizenship matters using social media.
- The pro bono placement will commence in September 2013, and require the student to commit to one day per week during the fall semester.
- Previous experience in ESL or Civics instruction and/or 1-2 years' experience in an immigration-related field preferred. Students must demonstrate the ability to prioritize, multi-task between legal and programmatic issues, and manage time effectively. They must have excellent inter-personal skills; strong research, analytical and writing skills, and the ability to work independently. Fluency in written and spoken English is required, bilingual a plus. Must be proficient in Microsoft applications (Word & Excel), social media platforms, and internet research.
- **Application details:** To apply please send a letter of interest, resume, writing sample (3-5 pages) and contact information for 3 references (including email addresses) to Paula Forero at paula.forero@rescue.org by Friday, 30 August.

LL.M. Pro Bono Placement – Citizenship and Immigration Legal Intern, International Rescue Committee (IRC) New York office

- The IRC is a leading non-sectarian non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict. IRC staff and volunteers provide shelter, medical and public health assistance, education, training and income-generating programs for refugees in nearly 30 countries, and also help refugees resettle in the United States.
- The Citizenship and Immigration Intern will help provide legal services to clients seeking various forms of immigration assistance. Responsibilities may include:
 - assisting in naturalization group processing events to be held on a monthly basis;
 - assisting immigration staff to help refugees, asylees, and other immigrants apply for adjustment of status (green cards), United States citizenship, family petitions and other immigration benefits (this may involve conducting initial eligibility assessments of potential applicants, assisting with accurate completion of application forms for clients, notifying clients via telephone or mailings about matters related to their applications, and assisting clients with additional necessary procedures, such as requests for evidence and follow-up advocacy); and
 - helping to conduct outreach to refugees and other immigrants in need of assistance with immigration-related matters (for example, assisting with immigration and citizenship informational forums).

- The pro bono placement will commence in September 2013. Part-time and full-time internships are offered. Students will be required to attend training sessions prior to the commencement of their placement.
- Fluency in one of the following languages very strongly preferred: Albanian, Arabic, Bosnian, Burmese, Cantonese, Farsi, Hindi, Karen, Korean, Mandarin, Nepali, Serbo-Croatian, Spanish, Vietnamese. Students with prior experience in immigration law are also encouraged to apply. Students should be familiar with the mission of IRC and willing to represent it appropriately, have strong interpersonal skills and the ability to communicate effectively with refugees, asylees and other immigrants, and also have the ability to work well with a culturally diverse staff.
- **Application details:** To apply please send a letter of interest, resume, writing sample (3-5 pages) and contact information for 3 references (including email addresses) to Paula Forero at paula.forero@rescue.org by Friday, 30 August.

LL.M. Pro Bono Placement – Bilingual Legal Intern – New York Asian Women’s Center (NYAWC)

- The NYAWC helps women and their children overcome domestic violence and other forms of abuse by empowering them to govern their own lives. The Center provides a safe haven through multi-lingual support programs and shelter services. The Center’s Legal Department was established in 2011 and is focused on assisting the Center’s clients with immigration relief to break the power and control by their batterers.
- NYAWC’s legal department seeks a part-time law intern or law fellow to work with the center’s human trafficking and domestic violence survivors in the areas of immigration law. The internship will consist of learning in depth about DV-related immigration relief, including U and T visas, VAWA, and assisting the Center’s immigration attorney with case related matters. Interns will have extensive opportunity to work directly with clients, learn how to develop client narratives, and gather evidence for immigration-related applications.
- The intern will need to commit a minimum of ten to twelve hours a week to the center during the semester, with an opportunity to do some research and writing on their own time frame. Interns should be independent workers with strong communication skills and who are willing to meet high expectations. Interns must be conversationally fluent in an Asian language, preferably Mandarin Chinese. There is also a strong preference for those who can read and write Chinese. The position is unpaid, and subject to a background check.
- **Application details:** To apply please send a resume and cover letter to Carrey Wong at cwong@nyawc.org. The position is available immediately and applications will be considered on a rolling basis.

LL.M. Pro Bono Placement – Legal Internship – Sidley Austin LLP Africa-Asia Agricultural Enterprise Pro Bono Program

- International law firm Sidley Austin LLP seeks five NYU School of Law LL.M. students for a pro bono legal internship placement with their Africa-Asia Agricultural Enterprise Pro Bono Program.
- In collaboration with a range of both international and community NGOs, government and private sector entities, the project supports market-based economic development and growth through finance, investment and trade legal assistance to small agricultural enterprises in sub-Saharan Africa and less developed countries in Asia. Examples of their work include advising the Bangladesh Shrimp and Fish Foundation on European Union export standards; advising Satemwa Tea Estates – the first fair trade certified tea company in Malawi – on tea brand registration and licensing; and assisting Moageiras Milenio de Mozambique on a project to establish a network of maize mills in rural areas of Mozambique. More information on the Program can be found at <http://www.sidley.com/Africa-Asia-Agricultural-Enterprise-Program/>.
- Students will be assigned to a pro bono client team (consisting of a Supervising Partner and a group of Associates located in one of Sidley’s US offices), and given supervised work in a variety of practice areas with substantive responsibilities which may include legal research, preparing documents, and interacting with clients. Excellent written and oral English communication skills are required, and French fluency is preferred.
- The pro bono internship placement will commence in September 2013. It is estimated that students will complete 50 hours of pro bono work within 3-6 months, but flexibility is required due to the nature of the projects.
- **Application details:** To apply please send a letter of interest and resume to Amy Heading, LL.M. Pro Bono Manager at NYU School of Law at amy.heading@nyu.edu.

LL.M. Pro Bono Placement – Legal Hotline – Legal Action Center

- The Legal Action Center (LAC) is a non-profit law and policy organization in the United States whose mission is to fight discrimination against people with histories of addiction, HIV/AIDS, or criminal records, and to advocate for sound public policies in these areas.
- LAC has a phone hotline for clients seeking advice or representation in matters relating to job discrimination based on a criminal record. Students will answer these calls and conduct phone intakes, providing basic legal information and interviewing callers to determine their legal needs. Students may also provide written summaries of clients' rap sheets so that they can better address their conviction histories when applying for jobs.
- Both of these responsibilities require keen attention to detail and listening abilities, but no prior knowledge is required. Applicants with fluency in Spanish are strongly encouraged to apply.
- The pro bono placement will begin in September 2013. Students should aim to complete 50 hours of pro bono work within the fall semester, in weekly shifts of about 5 hours, but some flexibility is possible. Students will also be required to attend a two-hour training by the Legal Action Center at the commencement of the placement.
- The Legal Action Center is conveniently located at 225 Varick Street, off of Houston, immediately above the 1 stop and about 6 blocks from the NYU campus.
- **Application details:** To apply please send a letter of interest and resume to Amy Heading, NYU School of Law Pro Bono Manager at amy.heading@nyu.edu by Friday 13th September 2013.