



Community Paralegal Internship Description

Skagit Legal Aid (SLA) expands access to the civil justice system for historically underrepresented and underserved people in the greater Skagit Valley and islands of the Salish Sea and seeks to identify and eliminate barriers that perpetuate injustice, poverty, and racism.

We are seeking 1-2 interns per quarter who are seeking school credit and pay through the Work Study program. Students will assist with our Housing Justice Project and Community Legal Clinics.

- **Housing Justice Project** - Serving tenants facing housing instability and eviction through direct representation and legal clinics held as follows:
 - Skagit HJP - 1st Wednesday at the Burlington Library from 5pm - 7pm
 - Whatcom HJP - 2nd Wednesday at the Lynden Library from 5pm - 7pm
 - San Juan HJP - 3rd Wednesday at the Friday Harbor Family Resource Center from 2:30pm - 5:30pm
- **Debt Clinics** - Serving low income people facing debt collection lawsuits at the Skagit District Court in Mount Vernon every 2nd and 4th Monday from 1pm - 3pm
- **Farmworker Clinics** - Serving farmworkers and other Spanish or Mixteco speaking and indigenous immigrants at the CCS Farmworker Center in Mount Vernon every Tuesday from 12pm to approximately 6pm.
- **Concrete Clinics** - Serving the geographical and technological isolated population of eastern Skagit County at the Community Blessing Building in Concrete every 3rd Friday from 1:00pm - 3:00pm.
- **Swinomish Clinics** - Serving Swinomish community members at the Social Services Building on the Swinomish Reservation every third Friday from 10am - 3pm. This is an ongoing partnership with the Native American Law Student Association at Seattle University School of Law and the Swinomish Tribal Community.

General Duties

- Respond to client phone calls and complete initial intake interviews with clients;
- Create files for clients in our case management system;
- Collect court documents from Odyssey and other relevant documents from clients;
- Attend legal clinics and court proceedings in-person;
- Assist clients complete initial intake forms;
- Provide administrative support and legal research for staff and volunteer attorneys;
- Interact with civil legal aid staff, pro bono attorneys, and judicial staff;

Qualifications

- Strong organizational and time management skills
- Ability to work with clients from diverse cultural, social, and economic backgrounds and those with mental health issues
- Ability to speak Spanish, Mixteco, or any other language is a plus
- **Resume and interview by phone, Zoom, or in-person meeting and completion of relevant on-demand training required**

Benefits

- Pay available for approved **Work-Study** students through Whatcom Community College;
- Mentorship and support from civil legal aid staff and experienced pro bono attorneys;
- Network with professionals from the greater Northwest Washington legal community;
- Build client interaction skills;
- Gain confidence working within the court systems;
- Obtain experience with case management systems, Google Workplace, and other scheduling systems;
- Attend free or discounted training;
- Earn necessary hours for school credit, if approved.
- Whatcom Community College students may be eligible for work study.*

Time Commitment

- Varies depending on the number of credit hours

SLA has adopted the Washington Race Equity and Justice Initiative (REJI) and is organizationally committed to fight racism and to incorporate equity and inclusion in our advocacy work and our internal systems and work environment. SLA expects all staff and volunteers to uphold the REJI commitments and approach their role with a desire to learn and grow in this area. More information about Skagit Legal Aid can be found on its website www.SkagitLegalAid.org.