

2021-2022 Legal Education Intern

Organizational Summary

The Connecticut Women's Education and Legal Fund (CWEALF, pronounced ku-welf) is a nonprofit that advocates for and empowers women and girls* in Connecticut, especially those who are underserved or marginalized. We work to create an equitable society where women and girls thrive.

**Our work supports women and girls who identify as cisgender, transgender, and non-binary as well as people of all marginalized gender identities systemically and historically oppressed by those in power.*

Our Legal Education program is a unique direct service that provides bilingual legal advocacy and education in family, employment, and other civil law issues. We empower women with legal information, emotional support, and connect them to low-cost attorneys and community services to meet their needs holistically.

Position and Compensation

CWEALF seeks an individual who is passionate about racial and gender equity and can commit to approximately seven months at 12 hours per week as our **Legal Education Intern**. Desired start date is September 2021 or as soon as possible (applications accepted until position is filled). In this role, you will educate and prepare women and individuals to successfully navigate legal and social service systems and provide overall programmatic support.

Full training is provided and no prior legal experience required. This position provides a stipend of up to \$4,000 or can be used towards college credit (note that intern is responsible for ensuring this opportunity qualifies for school credit).

This position is currently remote with tentative plans for in-office and in-person opportunities as safety and federal and state health guidelines permit. The well-being of our interns, clients, and staff is a top priority for the organization. We serve clients by phone and virtually, and when in person, at our main office in Hartford as well as at our partner organizations in New Haven.

Responsibilities:

- Answer calls and emails made to our Information & Referral (I&R) phone line where we provide legal information, educate clients on their legal rights, and provide and referrals to attorneys and community agencies throughout Connecticut
- Conduct intake with clients and input client demographic and legal issues onto our online software
- Participate in evaluation efforts for our Legal Education program including gathering feedback from clients, volunteer attorneys, and partner organizations

- Promote and assist with implementation of community outreach, including preparing know-your-rights workshops and participating in outreach events as appropriate (with safety being a top priority for our interns, clients, and staff)
- Other duties as assigned

Qualifications:

- Oral fluency in English and Spanish
- Strong organizational skills, attention to detail, and excellent follow through
- Strong problem-solving skills
- Excellent listening, written and verbal communication skills
- High cultural sensitivity, compassion, understanding and ability to work well with diverse populations

Requirements:

- Available between the hours of 9am-5pm weekdays for 12 hours per week for approximately seven months. Specific days and schedule flexible
- Reliable transportation to Hartford and New Haven if/when the office transitions to in-person
- Access to phone and internet
- Must be 18 years or older

To apply, please email a (1) resume and (2) cover letter to Marisa Feijoo at mfeijoo@cwealf.org and (3) complete and submit our [CWEALF Intern Form linked here](#).

CWEALF is a Black-led, majority woman of color, and aspiring anti-racist organization that does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, sexual orientation, age, disability, parental status, veteran status, or any other protected status under applicable laws. We encourage individuals of all backgrounds to apply. If you need accommodations to complete this application, please e-mail us at mfeijoo@cwealf.org