



JOB ANNOUNCEMENT

Position:	Summer Law Fellow
Location:	Compton, CA (Hybrid)
Pay Range:	\$22 per hour
Hours:	35 hours per week, minimum 16-20 hours per week in person, occasional Saturdays & evenings
Start Date:	May 1, 2025
Application Deadline:	March 15, 2025

ABOUT THE POSITION:

CLI will host two second year law students as legal fellows with one fellowship specializing in Special Education Law and the second fellowship specializing in CLI's multi-area limited scope legal clinics in the areas of immigration, family and tenants rights. Over the course of the 10-week fellowship, fellows will receive hands-on experience in the substantive areas of law, and in general practice of law including conducting intakes, client consultation, document review, case evaluation, legal research, preparing memoranda and pleadings, preparing cases for administrative hearing, representing clients at administrative hearings, preparing legal forms, utilizing case management software and billing practices, and participating in case reviews.

CLI's fellows will spend the majority of their time working alongside an attorney and shadow direct client interactions. CLI exclusively provides legal services to indigent and low-income clients, with the majority of clients meeting indigent income thresholds.

Fellows will work collaboratively with CLI's team including staff and pro bono attorneys, paralegal, and administrative and volunteer coordinator. Fellows will also have the opportunity to work directly with pro bono attorneys who practice several fields of law. By the conclusion of the fellowship period, fellows will understand the core components of community lawyering including working with clients, court and hearing systems, document review and preparation, legal research using different databases, case preparation, document management and storage, and case review.

In addition to receiving training on the substantive law, fellows will receive training in cultural humility from all direct service staff. Trauma-informed training will be provided by CLI's staff attorney who has over a decade of experience working with trauma-impacted populations. Fellows will also have the opportunity to network with law firms who participate in CLI's pro bono legal clinics and the Women Lawyers Association of Los Angeles.

Candidates must submit a resume and cover letter. Emphasis will be placed on hiring fellows who have connection, lived experience, or strong commitment to the communities served by CLI along with capacity to communicate orally and in writing in at least one language in addition to English.

ORGANIZATION BACKGROUND:

Community Lawyers, Inc. is a non-profit organization that provides underserved, indigent community members access to justice through innovative legal programs, and community advocacy and engagement. For 20 years, CLI has served Compton and the surrounding communities by assisting residents to meet the challenges of finding quality, ethical, and affordable legal services and resources.

REQUIREMENTS AND QUALIFICATIONS:

- Enrolled in an accredited law school
- Excellent verbal, written, and communication skills
- Bilingual oral, reading, and writing skills in English and Spanish a plus
- Strong critical thinking, analyzation skills, and strong legal research capabilities
- Experience or demonstrated interest in working with low-income individuals and families highly preferred
- Ability to work independently using sound judgment and effective analytical skills
- Ability to prioritize multiple assignments and respond to a variety of requests
- Excellent organizational and time management skills
- Works collaboratively with others and is a team player

EXAMPLES OF JOB DUTIES:

- Conduct client intakes and process new clients
- Document review
- Conduct know your rights workshops
- Legal research,
- Preparing cases for administrative hearing,
- Representing clients at administrative hearings,
- Preparing legal forms,
- Utilizing case management software and billing practices

HOW TO APPLY: Please submit a resume, cover letter, transcript and writing sample in PDF or Word Format to Executive Director, Rosa K. Hirji at rosa@community-lawyers.org with the subject line "Law Student Summer Fellow Application." Only applicants who submit a complete application and who are considered for an interview will be contacted. Deadline for submitting applications is March 15, 2025.

Community Lawyers, Inc. is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment.