



Founded in 1978, the Arizona Foundation for Legal Services & Education, the charitable arm of the State Bar of Arizona, plays a leading role in preparing Arizona youth for civic responsibility and providing access to justice for Arizona's marginalized. Each year, the Foundation efforts reach more than 300,000 Arizona school children through training teachers, school resource officers, and probation officers about our laws, justice system and the foundations of democracy. The Foundation also grants funds to non-profit organizations that provide free legal assistance to those who would otherwise go unrepresented, so that all people in Arizona can have a voice in our justice system. Outreach to the public is enhanced through the use of technology: the Foundation sponsors LawForKids.org, America's largest Web site dedicated to teaching youth about the law and has recently accepted the responsibility for the development of AzLawHelp.org and LawForSeniors.org. The Foundation, through its broad base of partners and grantees, makes a positive impact on our community and justice system.

## Foundation Internship Program Purpose

The Foundation's daily operations are accomplished through a staff of highly dedicated professionals: each understanding that the mission of "promoting access to justice for all Arizonans" cannot be accomplished within the walls of this agency. It is only through developing and utilizing the expertise of others that we can begin to reach the numbers who need increased awareness, education, and services. The Foundation core structure is rooted in the 'best practices' of law related education: focus on civil, criminal and constitutional themes; judicious selection and presentation of issues and material; sufficient quantity of instruction; use of hands-on, interactive instructional strategies; opportunities for youth to interact constructively with well-prepared outside resource persons; active involvement of administrators; and support networks for teachers/instructors. Integrating and adapting these practices in all aspects of our operations led to the development of the Internship Programs. The purposes of each of the programs are twofold. First, to promote the development of relationships across academic areas of learning so that a broad base of future leaders will understand the responsibility they have toward public service and their ability to make a direct impact within their profession. Secondly, the internship programs allow the Foundation to remain in the continual state of 'student' as we learn from the interns' questions and ideas ways that we can better fulfill our mission to the state we serve.

## Foundation Internship Programs

### **Contact Center Internship**

**Description of Position:** The Contact Center Internship provides a unique opportunity for qualified students to learn how to research legal topics and decipher legal information vs. legal advice. The program will also give students experience working directly with the public, interacting with attorneys, and familiarity with common legal issues and questions facing Arizonans everyday. The program affords participants intensive networking, facilitation, and training assistance opportunities.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.5 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

### **Law-Related Education Internship**

**Description of Position:** The Law-Related Education Internship provides a unique opportunity for qualified students to learn about implementing professional development to state educators, current law-related education issues and the state standards relating to civic education and their implementation in school programs. The program affords participants intensive networking, facilitation, and training assistance opportunities.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Prefer students from education majors.

### **Legal Education and Services Internship**

**Description of Position:** Position duties will include conducting research and writing summaries on the various websites and publications facilitated by the Foundation. The student will attend legal services meetings of both the Foundation and State Bar and other outreach opportunities related to the legal community. The student will work on questions and comments on azlawhelp, lawforseniors and lawforkids under the supervision of the websites' specialist. This internship also provides a unique opportunity for qualified students to learn how to research legal topics and decipher legal information vs. legal advice. The program will also give students experience working directly with the public, interacting with attorneys, and familiarity with common legal issues and questions facing Arizonans every day. The program affords participants intensive networking, facilitation, and training assistance opportunities. Interns are supervised by a Foundations staff person. Specific duties vary, depending on intern assignments.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

### **Accounting**

**Description of Position:** Under the guidance of the Senior Accountant, implements procedures assuring accounting policies set forth by the Board are met; responsible for coordination of all IOLTA data.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application.

### **Nonprofit Management Internship**

**Description of Position:** Position duties will include conducting research and onsite reviews of grantees, writing summaries of grantees services & missions, attending Foundation board and committee meetings, presenting reports in committees, assist in review of financial statements and reconciliation of receipts, preparing for meetings and communications with coalitions and committees. Interns are supervised by a Foundations staff person. Specific duties vary, depending on intern assignments.

**Eligibility (minimum qualifications):** Candidates with a GPA of 2.0 or higher at one of Arizona's colleges/universities who will have at least 24 hours at the end of the last semester prior to application. Students from all majors and disciplines are encouraged to apply.

## **Status of Interns**

The specific schedule of the intern will be agreed upon by the intern and staff supervisor considering both the needs of the program and the outside responsibilities of the intern. The expected average time for each internship is ten hours each week for twelve weeks with the total hours not to exceed (120) one hundred twenty for the semester internship. Benefits are not included in the internship nor is there an expectation of transitioning to employee status.

## **Guidelines, Requirements, and Expectations for Interns**

1. The intern will be required to maintain the attached code of behavior expected of all staff and volunteers of the Foundation (see attached).
2. The intern will be required to complete his/her scope of work as agreed upon with his/her Foundation support staff person (defined with each intern).
3. The intern will be required to inform the Foundation of any and all requirements needed for successful completion of his/her internship as mandated by his/her college or university.
4. The intern can expect to have a staff person assigned specifically to him/her to provide direction and evaluation, direct support, and to serve as his/her mentor.
5. The intern can expect to have open communication lines among each staff member of the Foundation as resources for broader questions and achieving the learning objectives outlined in his/her internship program.
6. The intern can expect to have the Foundation abide by the mandates of his/her college or university for a successful completion of his/her internship.

**To apply, please contact [lara.slifko@azflse.org](mailto:lara.slifko@azflse.org) or 602-340-7235**