

Maida Summer Fellowship Partners Program 2023-2024

1. Your name and title, organization name, address, phone and website:

Caroline Buck
Co-Chair, Law Student Hiring Committee
Community Legal Services, Inc.
1424 Chestnut Street
Philadelphia, PA 19102
215-981-3700
www.clsphila.org

2. To whom should students address cover letters (name, title, address)?

Note: You will receive student application materials via Symplicity and not directly from the students.

Caroline Buck and Rachel Gallegos
Co-Chairs, Law Student Hiring Committee
1424 Chestnut Street
Philadelphia, PA 19102

3. Brief description of your organization:

Community Legal Services provides free civil legal services to low-income Philadelphia residents in a number of practice areas, including housing, employment, energy, SSI, family, homeownership and consumer rights, public benefits, and health and independence. CLS engages in both direct client service and systemic advocacy for legislative and policy change at the local, state, and national levels.

4. Brief description of summer internship responsibilities and qualifications:

Summer interns will engage in substantial direct client services, including, but not limited to, intake, client interviewing and counseling, negotiation, and representation (for certified legal interns). Students will also have opportunities to work on other projects, such as appellate briefs, policy papers or op-eds, legal research to support litigation, expungement clinics, know-your-rights events, etc. These projects will depend on the needs of the unit the student is working in, as well as what the student is interested in gaining experience with. We are looking for students with strong communication and research/writing skills, who are committed to racial justice and anti-poverty work.

5. Eligible applicants:

Current 1L students ___X___

Current 2L students ___X___

Students who could work half a summer or part-time _____

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6. Will interns work in the office, remotely, or hybrid in Summer 2024? How many days per week in the office?

Students will work a hybrid schedule. We will be asking students to work in-person at least 2 days per week, unless the intern's responsibilities (i.e. home visits, meetings/events, court appearances) require the student to come in more often. Students will also be welcome to come in to the office on any days they would like to, above the 2-day per week minimum.

7. Required materials, in addition to resume and cover letter:

- a. References: Yes No
 - i. If yes, number:
 - ii. Designation: Professional Academic
- b. Transcript/Course list: Yes No (note that fall 2023 grades may not be available; students will submit course list, *if requested*)
- c. Writing sample: Yes No If yes, number of pages
- d. Other (specify)

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8. I understand and agree that as a Maida Summer Fellowship Partner site:

- We agree to host and supervise at least one Rutgers summer intern during summer 2024.
- We will have the opportunity to decide which students to interview.
- We will schedule interviews with students at our convenience either via Zoom or in-person at our offices or at Rutgers on 1/8 or 1/9, 2023 and will inform Rutgers of our top two choices by 1/19/24 (Rutgers is happy to schedule the interviews, if you prefer).
- We will be matched with our first or second choice candidate, if possible, when Rutgers matches students with sites.
- We will participate as requested and available in social justice events at Rutgers Law School in 2024-2025.

Your initials in lieu of signature: CB Date: 11/2/23

Please return form to Pam Mertsoc-Wolfe, pmertsoc@camden.rutgers.edu by 11/10/23. Call Jill Friedman with any questions: 856-225-6263.