



INTERNING AT PHILADELPHIA VIP DURING THE SUMMER

Philadelphia VIP, the hub of pro bono in Philadelphia, recruits, trains, and supports volunteer attorneys who provide free legal services to low-income clients.

VIP seeks highly motivated first, second, or third year law students to serve as legal interns supporting VIP's work in the many areas where our clients face critical legal needs, including: consumer, family law, guardianship, landlord-tenant, immigration, tax, tort defense, homeownership, mortgage foreclosure, nonprofit, and small business.

Our legal interns function as valued members of the VIP team. With attentive attorney supervision and training, interns gain valuable skills that will help them launch careers in any sector of the legal profession or in non-profit leadership. These skills include:

- *Working with clients and legal services to manage a full caseload:*
 - Assessing the legal merits of cases and analyzing potential conflicts of interest by interviewing clients and gathering documents
 - Counseling and preparing clients for the civil legal process and the professional responsibilities surrounding the attorney-client relationship

- *Working with private attorney volunteers to assist with case management:*
 - Guiding volunteer attorneys with substantive, ethical, or procedural legal questions
 - Helping volunteers to manage VIP cases by asking for status updates and identifying potential problems and challenges with the representation
 - Observing court proceedings, and meeting judges and court staff
 - Attending pro bono practice group meetings at firms and the Bar Association

- *Cultivating volunteer attorney relationships to grow our pro bono practice capacity:*
 - Assisting with and attending attorney CLEs, trainings, clinics, and other outreach events
 - Offering pro bono opportunities to attorneys who have signed up to volunteer with VIP
 - Participating in programs to engage and honor VIP stakeholders in firms, corporations, associations, legal services agencies, and courts

- *Developing practical skills in writing, research, and case management technology:*
 - Researching legal issues to support volunteers and staff
 - Updating volunteer guides and writing client letters that involve legal analysis
 - Using leading technology in all aspects of work with cases, clients, and volunteers

Candidates who can demonstrate the following will be strongly considered:

- Interest or experience working with volunteer attorneys and low-income clients
- Prior volunteer work and/or volunteer management experience
- Strong oral and written communication skills, Spanish fluency a plus (not required)

Application process: Please email a resume and cover letter to Pranshu Verma, Director of Operations, pverma@phillyvip.org and indicate Fall, Spring, or Summer.

PHILADELPHIA VIP IS AN EQUAL OPPORTUNITY EMPLOYER.



LAW STUDENT OPPORTUNITIES AT PHILADELPHIA VIP FREQUENTLY ASKED QUESTIONS

What do interns like most about clerking at Philadelphia VIP?

Legal interns consistently rave about VIP's friendly, collaborative work environment. Interns also appreciate helping Philadelphians in need by encouraging private attorneys in pro bono. Interns value the diverse professional development opportunities VIP provides.

What sort of training and supervision can I expect?

From "day 1" at VIP, you are included in a multi-session Orientation program. Each intern is matched with a staff attorney supervisor who will meet with you regularly. Weekly team meetings are a great forum for intern development. Feedback is provided throughout the summer and in a "check in" evaluation. Exit interviews are another opportunity to assess the summer overall.

How many internship spots do you expect to have each semester?

We expect to host 2-3 legal interns each semester and during the summer, depending on needs and other factors.

Will Philadelphia VIP help me with obtaining academic credit?

Yes. If your school offers credit for internship experiences, let us know and send us materials. We want to support your professional development in that way.

Are interns paid?

VIP does not have funding for paid internships. We are happy to work with our interns to secure other funding, including fellowships and work study.

Is Philadelphia VIP an eligible Work Study employer?

Yes. VIP is a "community service" Work Study site. We are happy to make a Work Study contract with your school, and we require a waiver of the "co-pay" some schools ask employers to contribute. Contact your Financial Aid Office as soon as possible about this.

What is the school year internship schedule?

We can be flexible with your school program and your class schedule. We have found that a commitment of 12 hours or more per week provides the ideal experience. Usually our externships kick off around Labor Day (for Fall) and in mid January (for Spring).

How and when can I apply for a summer legal internship?

We recruit through the GPALS Public Interest/Public Service (PIPS) Job Fair and postings at individual schools. Definitely be sure to submit your cover letter and resume through PIPS. Interviews may occur at VIP or the PIPS Job Fair (to be determined) in January/February.

Can Philadelphia VIP host or "sponsor" me for a summer fellowship?

Yes. We have hosted fellows through Equal Justice Works and school-based programs. We encourage our interns to apply for funding and keep us informed so we can help.

Are there other ways I can work with Philadelphia VIP as a law student?

Yes. We host school year interns each semester for work study, or as a committed volunteer. Law student translators are especially helpful in various languages.