**VOLUNTEER OPPORTUNITY**

**Juvenile Expungement Help Desk (JEHD) Undergraduate Intern**

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For over 50 years, Legal Aid Chicago has provided people living in poverty in metropolitan Chicago with comprehensive free legal services to resolve non-criminal issues. Each year Legal Aid Chicago’s more than 80 full-time attorneys and staff help resolve civil problems, including domestic violence, consumer fraud, and unfair evictions. Our work helps about 42,000 people annually.

In 2008, Legal Aid Chicago established the Juvenile Expungement Help Desk (“JEHD”) at the Cook County Juvenile Center. At the JEHD, Legal Aid Chicago helps individuals access their juvenile court records, evaluate their eligibility to expunge these records, and complete the juvenile expungement petitions and other paperwork. For some clients, Legal Aid Chicago also represents them at expungement hearings.

Legal Aid Chicago seeks an undergraduate student to assist our staff attorney and law students at the JEHD.

Responsibilities may include:

- support the staff attorney and law students staffing the help desk;
- assist clients during the intake process;
- draft internal and external guides, presentations, handouts;
- make phone calls and draft letters to clients and other contacts;
- administrative/clerical duties such as scanning, data entry

Qualifications:

- be a current undergraduate or have recently graduated from college
- be able to travel to the JEHD located at the Juvenile Court (1100 S. Hamilton Ave in Chicago), and to Legal Aid Chicago, located downtown, 120 S. LaSalle St. in Chicago
- experience or interest in legal work, nonprofit work, or the criminal justice system preferred

**Term of Service:** At least 4 hours a week ideally beginning in January 2020 through May 2020, with flexibility depending on the intern’s schedule.

**Funding:** This is a volunteer opportunity. Legal Aid Chicago is unable to provide funding for this position.

**Applications:** Send a resume, cover letter, and the contact information for two professional references to volunteer@legalaidchicago.org.

**Deadline:** January 3, 2020

*Legal Aid Chicago values diversity, is an Equal Opportunity Employer, does not discriminate on the basis of disability and encourages candidates with experience working with our client population to apply.*