Contingent on social distancing guidelines, this internship is subject to change.

Legal Intern

**Organization Name:** Bar Association of Erie County

**Location:** 438 Main Street, Sixth Floor, Buffalo, NY 14202

**Website:** eriebar.org

**Organization Description/Profile:**
A not-for-profit professional association, the Bar Association of Erie County was founded in 1887 to “cultivate the science of jurisprudence; promote reform in the law; facilitate the administration of justice; elevate the standard of integrity, honor and courtesy in the legal profession; and cherish the spirit of (camaraderie) among the members thereof.”

**Position Supervisor & Title:** Anne Noble, Executive Director & Daniel Ortega, Executive Assistant

**Internship Title:** Legal Intern

**Internship Duties and Responsibilities:**
(No more than 30% clerical tasks)
General administrative support for Bar Association executives and management. Duties will include assisting with mailings, billing, filing, delivery, support tasks for the Continuing Legal Education and Lawyer Referral & Information Service and receptionist duties. If intern has such skills, the intern will assist with social media updates and web site updates. The Intern will attend meetings to observe lawyers and educational forums.

**Minimum Requirements**
- Say Yes Buffalo scholar enrolled in college full time in good academic standing – must be at least a rising sophomore. Recent college graduates will also be considered!
- Desired skills:
  - Customer Service
  - Microsoft Excel, Word, PowerPoint, etc.
  - Web or social media experience; photography skills
  - Ability to multitask and think on your feet

Past Interns Include:

**Asli Ali**
2018, 2019 Intern
*University at Buffalo*
Class of 2019
Major: African American Studies
Internal takeaways:
Skills:
- Leadership
- Interpersonal Communication
- Public Speaking
- Familiarity with legal profession

Organization Takeaways:
Completion of Court/attorney Directory project; completion of CLE administrative follow up; completion of LRIS follow up; assistance with organizational advancement.

Duration of employment:
Interns can work up to 20 hours per week for a minimum of 8 weeks during the summer 2020 starting around June 1st.

Compensation:
The position pays $11.80 per hour.

NOTE: Any determination regarding academic credit will be made by the intern’s academic department.

Accommodations:
The Say Yes Internship Program is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for interns.

The BAEC is an equal opportunity employer.

To apply: Submit cover letter & resume to info@sayyestoyourcareer.org.

If necessary, Say Yes staff may send you suggestions before we send your cover letter and/or resume to the employer(s). In order to submit your materials by the deadline, please ensure that you check your email and reply promptly.

By applying to this internship, you are agreeing to the application agreement which can be found beneath the internship postings on our website.

Deadline: May 8th, 2020 by 5:00 PM.

Interviews:
Interviews will be scheduled on a rolling basis, which means the intern may be hired before the submission deadline. Scholars are encouraged to apply as soon as possible.

Interviews will be conducted via virtual or phone until the New York State Department of Health deems this practice no longer necessary. If you don’t have the means to interview in this way, contact Johanna Caplan at jcaplan@sayyestoeducation.org.
Please note: Internships are competitive and not every scholar will receive an interview. If you are selected for an interview, the employer will contact you directly.

We are doing our best to have as many internship options as possible during these unprecedented times.

Reach out if you have any questions.