



### **Spring 2025 Law Clerk Position – Pro Bono Clinic**

Gulfcoast Legal Services invites law students with a strong interest in social justice advocacy, public interest law, and pro bono work to apply for our part-time Spring 2025 Law Clerk position with our Pro Bono department. The position is based in Gulfcoast Legal Services' St. Petersburg office and may involve travel as necessary to best serve clients. The position is temporary and not covered by the agency's collective bargaining agreement.

We are currently seeking one (1) law student to assist our pro bono department, which plays a crucial role in connecting private attorneys with low-income clients in need of legal representation. The clinic's work includes recruiting pro bono attorneys for full representation, tracking the progress of cases, interviewing clients to assess legal issues, and coordinating legal clinics and outreach events. This position provides a unique opportunity to gain practical experience in legal advocacy while contributing to the delivery of essential legal services to underserved communities.

#### **Duties and Responsibilities:**

- Assist the pro bono department with the recruitment of private attorneys for representation of clients.
- Interview clients to assess their legal issues, gather necessary information, and determine eligibility for pro bono services.
- Track the progress of pro bono cases
- Assist with coordinating legal clinics and outreach events, working with private attorneys and community partners to ensure events run smoothly.
- Provide administrative and managerial support, including maintaining case records, preparing documentation for clinics, and scheduling appointments.
- Performance of client service tasks assigned by attorneys and performed under their supervision.
- Helps to determine applicants' eligibility; schedules client appointments as needed; checks for client conflicts; enters client data into case management system as needed.
- Under attorney supervision, drafts letters, memoranda, pleadings, briefs, and other documents as needed on case.

- Perform timely and thorough legal research.

**Requirements/Qualifications:**

- Professional, compassionate demeanor in working with clients in person or by telephone and in working with other GLS staff and the community.
- Commitment to complying with all Florida Bar Rules of Professional Conduct as well as Gulfcoast Legal Services' standards, policies, and procedures.
- Computer software proficiency as necessary to perform duties of the position.
- A demonstrated ability to read, understand and interpret statutes and regulations, to accept professional responsibility, to understand research techniques, legal terminology, and legal concepts, writing skills and good judgment.
- Flexibility to work on a variety of legal issues, and to shift tasks dependent on client priorities.
- Demonstrated understanding of trauma-informed principles of advocacy preferred.
- Willing to be on-site at Gulfcoast Legal Services office or advocacy site as needed to serve clients.
- Reliable transportation and availability to commit to a weekly schedule in accordance with GLS operating hours.
- Currently enrolled in law school.
- Certified Legal Intern status preferred.

**Compensation:** We offer a diverse learning environment to help hone the skills of future attorneys. Compensation starts at \$22.00/hour based on experience and level of current certification.

**Applications and How to Apply:** Please send your application materials to HR by email to [Taram@gulfcoastlegal.org](mailto:Taram@gulfcoastlegal.org) or contact Gulfcoast Legal Services by phone at (727) 821-0726 x222.

**Hiring timeline:**

Gulfcoast Legal Services will accept applications beginning January 8, 2025

Interviews will begin on a rolling basis on January 13, 2025

Offers will be extended to qualifying candidates on a rolling basis

Start date – January 2025

**How to Apply:** Please submit (1) cover letter including response to the question below; (2) resume; and (3) references to Tara Meyer, HR Manager, [taram@gulfcoastlegal.org](mailto:taram@gulfcoastlegal.org).

**As part of your cover letter, please address the following:**

Gulfcoast Legal Services' clients are low-income and very low-income members of our communities as well as historically unserved and underserved populations. They include LGBTQIA+ (Lesbian, Gay, Bisexual, Trans, Queer, Intersex, Asexual) individuals, the working poor, seniors, people with limited English proficiency, veterans, persons with disabilities, survivors of abuse and exploitation, individuals impacted by the criminal legal system, and people who are experiencing or at risk of homelessness. To ensure our organization is best serving these populations, Gulfcoast Legal Services strives to promote an evolving set of behaviors and attitudes amongst our staff, as well as policies that enable us to work effectively across cultures, with clients, with our coworkers, and with the community. We see this as a commitment to enhance the provision of our services to all clients; to raise the level of positive client outcomes; and to create an inclusive and respectful workplace in which differences are acknowledged and valued.

How do you think your experiences, professional or otherwise, prepared you to serve our diverse client base effectively? Feel free to think broadly about your response to this question, applying various aspects of your life and personal experiences.