Asian Law Alliance
991 West Hedding Street Suite 202
San Jose, California 95126-1248
Tel (408) 287-9710 • Fax (408) 287-0864

Position Description

POSITION: Intern (In-Person)

AGENCY DESCRIPTION: Asian Law Alliance, established in 1977, is a non-profit organization providing equal access to the justice system for Asian Pacific Islander and low-income populations in the Silicon Valley. Our mission is through providing legal counseling, community education and community organizing, we promote self-sufficiency, self-reliance, and a better quality of life for all. Our priority areas are immigration, housing, domestic violence, public benefits and civil rights.

POSITION DESCRIPTION: Interns will have the opportunity to participate in various aspects of ALA services, including initial client contact and intake, assisting with legal clinics and conducting client follow up. Interns will also assist with administrative duties including, but not limited to, front desk and phone coverage, case management software data entry and other duties as required. Interns may also be able to participate in community outreach/education opportunities.

QUALIFICATIONS: Interns must be current or recently graduated college students, or current or recently graduated law students. Interns must also have a demonstrated concern for the needs of low income and Asian and Pacific Islander communities. Bilingual skills in an Asian or Pacific Islander language or Spanish are highly desirable. Interns must have effective communication and interpersonal skills, with strong attention to detail.

MINIMUM COMMITMENT REQUIRED: 8 hours per week, for 12 weeks

COMPENSATION: None, but potentially eligible for academic coursework credit for current students.

To apply: Send cover letter, resume and ALA Volunteer Application form to both:

Nghi Huynh (he/him) Senior Staff Attorney nhuynh@asianlawalliance.org	Ashley Nguyen (she/they) Community Engagement Coordinator alavolunteercoord@asianlawalliance.org

Asian Law Alliance is an affirmative action, equal opportunity employer