The LRIS of the Milwaukee Bar Association is accepting applications for our part-time, volunteer internships that last from January until May. These positions are open to undergraduate, graduate, and law students. The LRIS is a Milwaukee Bar Association sponsored non-profit program that helps to match potential clients with attorneys and community resources for a wide range of legal issues. We seek to provide clients with a means to find legal assistance that meets their personal and/or business needs.

Applicants are encouraged to visit the LRIS website at: www.FindMilwaukeeLawyers.org

Responsibilities
Interns will work with LRIS staff on a variety of tasks:
- Conducting telephone interviews with potential clients
- Assisting with event planning and outreach activities
- Corresponding with Milwaukee area attorneys
- Other duties as assigned

The intern should expect to spend some time performing administrative tasks such as filing, data entry, and mailings

Applicants should:
- have some familiarity with the legal system
- have excellent oral and written communication skills
- be comfortable with Windows-based software and be able to work well with a computer
- be discreet and mindful of confidential information
- be committed to the goal of the LRIS and the Milwaukee Bar Association

The internship is based in downtown Milwaukee. The work schedule is flexible according to the intern's needs; however, we do ask the intern to establish a regular schedule and commit to at least 8 hours per week.

This is a volunteer position

How to apply for an internship at the Milwaukee Bar Association
To apply for an internship, please submit the following:
- A current resume
- A cover letter (See below)
- If you are a current student and plan to receive credit for this internship, the name and contact information of a faculty member with whom the LRIS may communicate
- Two current references

Your cover letter should include the following and may be more than one page.
- An explanation of why you wish to intern with the Milwaukee Bar Association
- A description of your areas of interest - be specific
- A description of what you wish to achieve during your internship with the Milwaukee Bar Association
- How many hours you wish to work, your available hours, and the earliest date that you could start
- If relevant, a description of the academic requirements this internship would fulfill
- Any other information you feel may be relevant to the position

Process
Internships with the Milwaukee Bar Association are competitive. The LRIS will screen applications and may conduct one or more interviews. Interested candidates should submit all materials to the Milwaukee Bar Association immediately.

**Address**
Milwaukee Bar Association
Lawyer Referral and Information Service
ATTN: Britt Bellinger
424 East Wells Street
Milwaukee, WI 53202

Phone: (414) 276-5931
Fax: (414) 276-4180
Email: bbellinger@milwbar.org

You are encouraged to submit your application via fax or email (PDF, MS-Word, or Rich Text Format)
Please feel free to contact Andrew Clinnin (information above) with any questions.