

Job Title:	LUCHA Law Project Intern	Job Category:	Exempt
Department/Group:	LUCHA Law Project	Reports To:	LUCHA Law Project Manager
Location:	3541 W. North Avenue, Chicago, IL 60647	Travel Required:	Yes, local travel
Level/Salary Range:	Volunteer or External	Position Type:	Part-Time or Full-Time
Job Description			
<p>Purpose</p> <p>Since 1982, LUCHA (Latin United Community Housing Association) has served thousands of moderate and low-income families with Affordable Housing Development, Emergency Housing Repair and Assistance, Home Buyer Counseling, Foreclosure Prevention and Legal Assistance. LUCHA owns and operates 153 units of affordable housing in the West Town, Humboldt Park and Logan Square Communities, and counsels families around Chicago and in the Midwest region. LUCHA also partners with residents, community organizers, financial institutions and government agencies to maintain its \$22 million in real estate assets and to advocate for greater affordable housing options in the region.</p> <p>Started in January 2014, the LUCHA Law Project leverages LUCHA’s success as a bilingual housing agency to promote the availability of and access to housing for Chicago area low-and moderate –income households through legal representation, individual and public advocacy, and outreach and education. LUCHA is currently seeking a volunteer or unpaid intern to work with its LUCHA Law Project Manager to intake a high volume of clients. LUCHA Law Project clients seek assistance in a variety of housing law matters, including eviction prevention, real estate closings, fair housing protection and landlord-tenant disputes. The ideal candidate will have interest in housing, real estate or community development issues. Spanish-proficiency and/or 711 license preferred. The candidate will have a commitment and passion for leadership in the community, with emphasis on self-development and client empowerment.</p>			
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> 1. Engage directly with community residents through the intake process. 2. Participate in the LUCHA Law Project community events and workshops. 3. Develop a research library on landlord/tenant law and fair housing law. 4. Occasionally represent low-income clients in administrative hearings for code violations. 5. Maintain strict confidentiality of all client and personnel information. 6. Perform other duties as assigned by the Executive Director or the LUCHA Law Project Manager 			

Qualifications and Education Requirements

1. Spanish proficiency preferred
2. Currently enrolled as a law student in an American Bar Association accredited institution, 711 students preferred.
3. Experience in fair housing law, real estate finance, residential real estate transactions and/or landlord/tenant representation preferred, but not necessary.
4. Knowledge of city, county, state and federal Fair Housing law preferred, but not necessary.
5. MS Office skills.
6. Research skills using Lexis Nexis and/or Westlaw
7. Able to prioritize work and keep calm under pressure.
8. Conscientious and detail oriented.
9. Ability to work effectively in a team environment.
10. Ability to represent LUCHA in a positive and professional manner at all times.
11. Must demonstrate integrity and commitment to LUCHA's mission and values.
12. Residents of the target neighborhoods in and around Chicago are encouraged to apply

Scope of Responsibility:

Work with minimal direction. Regularly interacts with LUCHA team, including the Housing Counseling and Advocacy Department, Support Services Department, Organizing Department and Marketing and Fundraising Department.

Physical Requirements

This position regularly requires the incumbent to sit, stand, speak and operate a personal computer. Occasional walking and lifting up to 15 pounds. Accommodations may be made for individuals with disabilities who otherwise meet the position qualifications and requirements.

Benefits:

No pay or benefits are available for this position. Volunteer service will be recognized by LUCHA leadership, and if school credit is desired, the LUCHA Law Project Manager will coordinate with specific school authorities as necessary.

How to apply:

Send Resume, Cover Letter, a three-page writing sample and three references via email only, with the subject line "LUCHA Law Project Intern" to: Ana Margarita Irizarry, LUCHA Law Project Manager at amirizarry@lucha.org and copy Juan Carlos Linares, Executive Director at jclinares@lucha.org

Deadline for application:

- **Until the position is filled.**

Potential start date:

- **Immediately.**

LUCHA is 501(c)(3) nonprofit corporation and an equal opportunity employer. To learn more about LUCHA, please visit www.lucha.org.

Approved By:		Date:	
Received By:		Date:	
Last Updated By:		Date/Time:	