

Employment, Volunteer, and Internship Opportunities



Idaho Legal Aid Services, Inc. (ILAS) is the largest public interest law firm in the State of Idaho. The firm has offices in Coeur d'Alene, Lewiston, Nampa, Boise, Twin Falls, Pocatello, and Idaho Falls. ILAS also maintains three statewide attorney-staffed advice lines, addressing senior, housing, and domestic violence related legal issues. ILAS seeks equal justice for the underprivileged and low-income community through legal representation, community outreach, and education.

Whether you are staff, a student, or a volunteer, Idaho Legal Aid Services, Inc. offers interesting and challenging work where you can help those in need, develop new skills, and gain insight into your community.

Information regarding available employment, internship, externship, and volunteer opportunities is listed below. If you are interested in Pro Bono Opportunities, please click here: [Pro Bono](#).

Employment Opportunities

Staff Attorney-Boise

Idaho Legal Aid Services (ILAS) is seeking applicants for a Staff Attorney in its Boise office. The attorney selected for this position must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. The attorney will provide direct representation across several practice areas: family law (representing survivors of domestic violence, sexual assault and stalking), housing (evictions, foreclosures, housing discrimination), public entitlements (SNAP, Medicaid benefits), and elder law (powers of attorney, elder abuse/neglect, Medicaid for long-term care). Duties will include using your professional judgment to effectively manage your caseload from beginning to end, communicating with clients, drafting legal documents, making court appearances and collaborating with co-workers and partners. This attorney will also conduct occasional outreach and education to individuals and organizations that serve our client community, including LGBTQ, unhoused, refugee, immigrant, and Latino groups.

Our staff love working at ILAS because of our mission and the opportunity to help people in our communities. In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full time position of 37.5 hours per week. Staff are eligible to participate in a telecommuting program after three months at ILAS.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The person hired for the position must believe in ILAS's mission of providing equal access to justice and be a member of the Idaho State Bar, or able to readily transfer based on their UBE score or reciprocity. Extra consideration given to applicants with a history of public service or fluency in Spanish. The entry-level annual salary for this position for a person with one year or less of experience is \$65,000, increasing based on experience. Excellent benefits including life, health, dental, and disability insurance. Staff may qualify for Legal Services Corporation's loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available.

Email your cover letter, resume, and list of three references to
bevallen@idaholegalaid.org. ILAS is an equal opportunity, affirmative action

employer. **Applications will be accepted until the position is filled.**

Please read the full announcement posted below for further details.

Legal Secretary/Receptionist-Boise

Idaho Legal Aid Services (ILAS) is seeking applicants for a full time legal secretary/receptionist in its Boise office. Legal secretarial skills or training is preferred. Ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), AdobePro and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. ILAS provides free legal services to low income persons in civil matters and successful applicants must have a passion for our mission and values.

We value a sustainable work/life balance. This is a full time position of 37.5 hours per week. Staff are eligible to participate in a telecommuting program after three months at ILAS. The wage for this position is \$17.08-\$23.50 per hour, DOE (salary supplement for bilingual employees).

ILAS provides opportunities for meaningful work and the professional growth of its employees. We offer excellent benefits including life, health, dental and disability insurance. ILAS provides generous leave benefits and a retirement plan. The successful applicant may qualify for federal loan forgiveness programs.

Email your cover letter, resume, and list of three references to Angela Aninon at angelaaninon@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer. **Applications will be accepted until the position is filled.**

Please read the full announcement posted below for further details.

Legal Secretary-Coeur d'Alene

Idaho Legal Aid Services (ILAS) is seeking applicants for a full time Legal Secretary to work at its Coeur d'Alene office. Legal secretarial skills or training is preferred. The ideal applicant will be proficient in Microsoft Office (primarily Word and Excel), Adobe Pro, and Google applications; have experience drafting and filing pleadings; have a high attention to detail; and exhibit strong interpersonal skills. ILAS provides free legal services to low income persons in civil matters and successful applicants must have a passion for our mission and for helping people.

ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. Our staff love working at ILAS because of our mission and the opportunity to help people in our communities. The work we do at ILAS positively impacts people's lives, such as this recent client, "I am more hopeful about the future at the end of my case than I was before I contacted ILAS. I am not scared anymore . . . my future is full of hope." In recent staff surveys, ILAS's culture was described as supportive, collegial, flexible, and collaborative. We value a sustainable work/life balance. This is a full-time position of 37.5 hours per week.

Starting annual salary for this position with no prior experience is \$33,313. Increases are based upon experience (salary supplement offered for bilingual employees). Excellent benefits including life, health, dental, and disability insurance; generous sick and vacation leave benefits; retirement contributions; and a 37.5-hour work week. Relocation assistance is available.

Email your cover letter, resume, and the names, email addresses, and telephone numbers of three references to Patty Bumgarner at pattybumgarner@idaholegalaid.org. **Applications will be accepted until the position is filled.**

Job offers are contingent upon a criminal background check. ILAS is a drug-free, alcohol-free workplace. Qualified applicants are considered regardless of race, color, national origin, religion, age, marital status, sex, gender identity, or disability. For accommodation requests, email Patty Bumgarner.

Managing Attorney-Coeur d'Alene

Idaho Legal Aid Services (ILAS) is seeking applicants for a Managing Attorney in its Coeur d'Alene office. The attorney selected for this position must have an interest in poverty law and a passion for serving vulnerable and at-risk populations. Cases may include representation across several practice areas: family law where there has been domestic violence, housing, public entitlements, Indian and elder law. Duties will include using your professional judgment to effectively guide the office, collaborate with co-workers and partners and manage a caseload. The attorney will also draft written legal education materials and conduct outreach and education to individuals and organizations that serve our client community, including LGBTQI, unhoused, refugee, immigrant, and Latino groups.

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ILAS provides excellent opportunities for meaningful work and the professional growth of its employees. The person hired for the position must believe in ILAS's mission of providing equal access to justice and be a member of the Idaho State Bar, or able to readily transfer based on their UBE score. We are looking for someone with litigation or family law experience, ideally five+ years, and a history of public service. Salary depends on experience. For example, annual salary for an attorney with five years of experience: \$72,900-\$73,300+ DOE, plus a \$4,000 hiring bonus. Excellent benefits including life, health, dental, and disability insurance. Staff may qualify for the Legal Services Corporation's loan repayment program and federal loan forgiveness programs. ILAS offers generous leave benefits and a retirement plan. Relocation assistance is available.

Email your cover letter, resume, and list of three references to Bev Allen: bevallen@idaholegalaid.org. ILAS is an equal opportunity, affirmative action employer. Email Ms. Allen to request application or interview accommodations.

Applications will be accepted until the position is filled.

Please read the full announcement for further details. [View full Announcement](#)

Internship, Externship, and Volunteer Opportunities

Information regarding available employment, internship, externship, and volunteer opportunities with Idaho Legal Aid Services, Inc. are listed below.

If you are interested in Pro Bono Opportunities through the Idaho Volunteer Lawyers Program, please click here for more information: [Pro Bono](#).

Volunteers

Volunteers are vital for us to serve our client community. Legal volunteers, such as active and retired attorneys, law and paralegal students, and financial and accounting sector volunteers and marketing, media, or communication sector

volunteers, contribute invaluable services to our offices each year.

If you are interested in volunteering at an ILAS office, please call our statewide number at: (208) 746-7541 to be connected to your local office's volunteer coordinator.

Internships and Externships

Opportunities: 1L, 2L, or 3L Internships or Externships; select offices may offer undergraduate internships

Compensation: Unpaid; Credit Available

Position Description: The intern/extern will work with staff attorneys on legal research projects and will assist with cases. The intern may work in a variety of legal areas, including housing, family and domestic violence, consumer, public benefits, guardianships, wills and trusts, elder, and/or Indian law.

The intern will have the opportunity to take on substantial responsibilities, which may include: calling and meeting with clients; interviewing witnesses; assisting in trial preparation; researching and writing briefs and memorandums; drafting complaints and other pleadings; and/or conducting educational workshops. The intern may also be responsible for administrative tasks like filing and copying.

Time Commitment: The time commitment for internship or externship will generally be governed by the law student's school's requirements to obtain credit. For interns who will not receive credit, the weekly time commitment is negotiable. However, for a summer internship, at least fifteen hours per week for eight weeks is required.

Qualifications: 1L applicants must have completed the first year of law school. 2L or 3L applicants may be in any semester of study. The applicant must have an interest in working with the low-income community and addressing poverty law issues. The applicant should: be self-motivated; possess a strong sense of justice; exhibit professionalism; be willing to work under deadlines; and, have excellent interpersonal skills and quality legal writing skills or a strong interest in improving his or her writing ability.

For more information regarding internship or externship opportunities, please call our statewide phone number at: (208) 746-7541 to be connected to the

intern/extern coordinator at your local office.

Last updated on May 16, 2024.

Files

[Legal Secretary_CdA_2024.pdf](#)

[Staff Attorney_Boise_May_2024.pdf](#)

[Managing_Attorney_CdA_2024.pdf](#)

[Development_Director & Special_Projects_March_2024.pdf](#)

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25 Aug 2017

Court Rules that Same Sex Parent can Move Forward with Discrimination Suit Against the State of Idaho

In an important step in securing equal rights for same-sex couples, a federal court ruled yesterday that an unmarried, lesbian mother can continue her fight to be recognized as the parent daughter.

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17 Jan 2017

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