



**Position Title:** Legal Advocacy Intern/Volunteer  
**Supervised By:** Legal Advocacy Coordinator

**Brief Description of the Position:**

The Legal Advocacy Intern/Volunteer works with the Legal Advocacy Supervisor to provide information, support, and technical assistance to individuals seeking Personal Protection Orders (PPO's) within Ingham County. The Legal Advocacy Intern/Volunteer will screen individuals to ensure they qualify for a PPO and provide appropriate referrals and provide technical assistance to individuals who are experiencing PPO violations.

**Requirements for the Position:**

- ✂ Punctuality, flexibility, and ability to work with some degree of independence.
- ✂ Knowledge of domestic violence/ and or crisis intervention is helpful.
- ✂ Strong organizational skills.
- ✂ Strong written and verbal communication skills.
- ✂ Respect for diversity.

**Duties and Responsibilities:**

- ✂ Provide information, support and technical assistance to individuals seeking Personal Protection Orders (PPO) within Ingham County and individuals who are experiencing PPO violations.
- ✂ Screen individuals to ensure that they qualify for a PPO and provide appropriate referrals.
- ✂ Provide information about and support at hearings associated with the PPO process.
- ✂ Provide appropriate referrals to EVE (End Violent Encounters), Friend of the Court, Legal Aid, Prosecutor's Office, police department and other community organizations.
- ✂ Develop and maintain effective communication and positive relations with court personnel, attorneys, law enforcement and judges. Respond in a timely manner to requests for information and support.
- ✂ Maintain consistent communication with the Legal Advocacy Coordinator.
- ✂ Coordinate follow-ups on expiration, service and hearings of petitioners.
- ✂ Participate in special projects and other activities, as they become available.

**Schedule/Commitment:**

- ✂ Monday-Friday 8:00 am – 5:00 pm
- ✂ Please note that the main worksite for this position is located in the Veteran's Memorial Courthouse.

**Training/Tests:**

- ✂ Interview with the Legal Advocacy Coordinator
- ✂ TB Test
- ✂ EVE Volunteer Training

**For more information about Volunteer Opportunities:**

Please contact EVE's Community Relations Coordinator at [communityrelations@eveinc.org](mailto:communityrelations@eveinc.org) or 517-372-5976 ext. 11. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.