



Volunteers of Legal Service – Incarcerated Mothers Law Project **Summer 2025 Internship**

Organizational Mission

For 40 years, VOLS has partnered with New York City’s leading law firms and companies as well as community-based organizations to help close the access to justice gap for low-income New Yorkers. VOLS provides free, civil legal services to New Yorkers with limited resources, including older adults, veterans, individuals entitled to public benefits, immigrant youth, children and their families, mothers in prison or jail, and small business owners. Last year, VOLS assisted clients on more than 4,000 legal matters, and our services benefited over 6,400 individual New Yorkers. VOLS’ staff of 22, including 15 attorneys and law graduates, works with volunteers from over 80 law firms/companies to exponentially increase our impact. We partner with 150 community groups to ensure that our services are accessible and address local needs.

VOLS strives to build and retain a diverse and inclusive team, and we actively seek a diverse candidate pool. We strongly encourage candidates who have had lived experience in the communities we serve.

Project Overview:

For over 25 years, a team of committed volunteer attorneys has provided free legal advice, information and advocacy to women in jail and prison. Mothers separated from their children due to incarceration have received critical family law counsel to help them preserve and protect their parental rights, arrange care for their children, maintain family ties and plan for reunification. As the COVID-19 pandemic took hold in 2020, visitation to prisons and jails was suspended for well over a year due to public health and safety guidelines. In turn, the VOLS Incarcerated Mothers Law Project suspended our monthly visits to provide in-person legal information and advice on issues including child abuse and neglect, custody, visitation, foster care, reunification, termination of parental rights, and adoption. VOLS remains committed to supporting women in prison or jail to understand and address their ongoing family law concerns. We relaunched this project to respond via telephone to requests for legal advice and assistance in partnership with organizations on the ground and with various NYC law firms. Presently, in addition to telephonic assistance, we conduct in-person meetings with clients at Taconic and Bedford Hills Correctional Facilities.

Internship Description:

The intern will allow VOLS to expand our current capacity to help incarcerated mothers obtain help on their family law matters. The intern will: 1) conduct intakes for clients who need legal



assistance with their family law matters; 2) follow-up with clients during the intake and review process; 3) provide counsel and advice to clients under attorney supervision; 4) help develop new and refine existing training materials for our volunteer attorneys; 5) assist with in-person clinics; and 6) help develop new and refine existing public facing outreach materials.

Location, Vaccination, and In-Person Work Requirements:

VOLS Office located at: 40 Worth, Street, Suite 829, New York, NY 10013.

This is a hybrid internship position. Interns must be available for in-person staff and team meetings, clinics, presentations, client meetings, and other in person events. Please note: all interns will be expected to attend legal clinics at prisons located in Westchester and/or at Rikers Island.

All candidates must be fully vaccinated against COVID-19 including a Bivalent vaccine dose or latest 2023–2024 COVID vaccine formula, unless provided a reasonable accommodation pursuant to applicable federal, state and local statutes.

Application Contact:

To apply, please email a cover letter and resume to apply@volspobono.org with the subject line: "Incarcerated Mothers Project Summer Internship." Applications will be reviewed on a rolling basis. Only applicants selected for an interview will be contacted.

Diversity, Equity, and Inclusion Commitment:

VOLS strives to build and maintain a diverse workplace that embraces staff with different backgrounds, identities, and experiences. We seek a diverse applicant pool and particularly welcome and encourage applicants from marginalized communities, including, but not limited to, those who identify as Black, Indigenous, people of color, women, queer, transgender, gender non-conforming, disabled, immigrants, uniformed service, people from low socio-economic backgrounds, and those directly impacted by the legal system. VOLS is an equal opportunity employer, and does not discriminate on the basis of race, ethnicity, nationality, creed, age, disability, sexual orientation, biological sex, gender identity/expression, family status, military service or any other status protected under the law.