



Volunteers of Legal Service – Microenterprise 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:

The VOLS Microenterprise Project (MEP) provides free transactional legal services to new and existing low- and moderate-income small business owners and to nonprofits, including, advise on legal entity selection and formation, creating and maintaining governance documents, drafting and evaluating contracts, reviewing compliance with employment laws and protecting intellectual property. VOLS MEP also acts as a vital resource for small business owners through our community education workshops and clinics and provides up-to-date information on emergent issues. Through this work, VOLS MEP aims to improve the economic health of vulnerable communities and provide a pathway out of poverty.

Internship Description:

The intern will work closely with Project staff attorneys to assist in the daily administration of the Project. Daily tasks include conducting client intakes; investigating cases; conducting legal research and writing fact memos; drafting transactional documents as needed; developing legal workshops and written resources for clients and pro bono volunteers; participating in program outreach activities; and other tasks as assigned by the Project Director. The intern may also engage in relevant advocacy efforts to support entrepreneurs and small business owners. Desired qualifications for this position include an interest in entrepreneurship and community economic development and language capacity is preferred, but not required.

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.

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@volsprobono.org with the subject line: “Microenterprise 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.