



## **Mid-Shore Pro Bono Sandy Brown Public Interest Internship Description**

Mid-Shore Pro Bono provides free access to legal services for those most in need in our community. We strive to pair families and individuals with volunteer attorneys and believe that regardless of income or circumstance, everyone deserves equal access to civil justice. Mid-Shore Pro Bono serves individuals and families in Caroline, Dorchester, Kent, Queen Anne's, Talbot, Somerset, Wicomico, and Worcester Counties of Maryland.

MSPB strives to provide an educational and professional development experience for students who are interested in the law, social justice, community service and non-profit management. The Sandy Brown Public Interest Internship Program provides undergraduate and law students with exceptional opportunities to learn about the access to the civil legal system, by working with clients and partners of diverse backgrounds and experiences, and how non-profit organizations operate. It is a program designed to expose students to a range of civil issues including: Elder Law, Family Law, Bankruptcy, Consumer Debt and Housing that help meet the needs of low-income individuals and families. The intern program engages the student in more than just library research and memo drafting; it involves the student in a wide range of work in a high quality and well-supervised professional settings.

The Sandy Brown Public Interest Internship Program was created to honor Mid-Shore Pro Bono's recently retired executive director, Sandy Brown and her work to increase access to civil justice for clients. MSPB recognizes the importance of experiential learning for students and are excited to offer paid internship positions to compensate students for their work and defray some of the costs associated with higher education. Sandy Brown Public Interest interns will be compensated \$3,500 for their support of MSPB's mission and clients.

### **Internship Responsibilities include:**

- Assist staff with client screenings, intakes and data entry
- Assist staff with case management and client scheduling
- Research current issues facing client groups in MD and on national level and draft summaries. Potential to assist in grant writing opportunities
- Organize fundraising event to support MSPB Legal Programs
- Represent MSPB at community outreach events to promote services, interact with the public and network with community partners
- Attend family law scheduling conferences at courthouse once monthly
- Attend elder law clinics once monthly
- Create social media posts to promote MSPB services and current events
- Opportunity to attend Board Meetings and other events

### **Qualifications:**

- Undergraduate or graduate student
- Demonstrates strong sense of professionalism and flexibility
- Passion for community service
- Demonstrate ability to self-motivate and complete tasks independently

### **How to Apply:**

- Complete application online <https://midshoreprobono.org/internships/>. If you have any questions, please contact Mid-Shore Pro Bono at 410-829-0394 or [info@midshoreprobono.org](mailto:info@midshoreprobono.org).



**Mid-Shore Pro Bono**  
**Sandy Brown Public Interest Internship**  
**Application Form**

Please submit your responses, along with a resume, cover letter and response to the prompt below  
online <https://midshoreprobono.org/internships/>

**Name:** \_\_\_\_\_  
(First) (Last) (Preferred Pronouns)

**Local Address:** \_\_\_\_\_  
(Street) (City) (Zip)

**Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Internship Semester/Year:** \_\_\_\_\_ **Start Date:** \_\_\_\_\_

**How did you hear about Mid-Shore Pro Bono?** \_\_\_\_\_

**Major(s)/minor(s)** \_\_\_\_\_

**Anticipated graduation date** \_\_\_\_\_

**References:** Please provide two references. Include: Name, Relationship, Phone Number and Email Address

\_\_\_\_\_  
\_\_\_\_\_

**Please fill out your possible availability:**

Day	AM	PM
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

**Are you available to work in person or remotely or both?** \_\_\_\_\_

**If you are available to work in person, have you been fully vaccinated against COVID-19?** \_\_\_\_\_

**How many hours a week are you interested in and/or need for credit?** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Sandy Brown Public Interest Internship Program Application Supplemental Materials**

Along with your application, please submit a writing sample of approximately 500 words or create a video, no more than 5 minutes in length. Your submission will be reviewed for content and creativity. Showcase your experience, interests and personal qualities that make you a strong candidate for the Sandy Brown Public Interest Internship Program.

Consider addressing the following:

- What does the Sandy Brown Public Interest Internship Program mean to you?
- What are your future professional or academic aspirations? How can this experience assist in working towards those goals?
- How does having the opportunity to receive funding for an internship experience benefit you personally or professionally?
- What unique qualities or passions would you bring to the work of MSPB?