

The logo for The Commons Law Center features the words "The Commons" in a dark serif font, with "The" in a smaller size than "Commons". Below "The Commons" is the word "Law Center" in a larger, dark serif font. The text is set against a light blue, textured rectangular background that resembles a watercolor wash.

The Commons Law Center

Marketing & Fundraising Intern

The Commons Law Center's Communications Team is seeking a student intern to help be the voice of The Commons by assisting with newsletter campaigns, social media, event planning and fundraising initiatives.

The Commons Law Center is a 501c3 law firm that offers sliding scale and free legal services to low-moderate income Oregonians. We help people navigate family law cases, prevent evictions, plan for the future through estate planning, guide families through probate after losing a loved one, and work with entrepreneurs navigate the legal aspects of owning a business.

The Role

The intern will help our communications team maintain our communication schedule by generating social media posts, writing newsletters, updating the website, interacting with community partners and donors, event planning and more. The intern will be instrumental in supporting our Willamette Week Give!Guide campaign. A minimum of 10-15 hours per week is ideal.

Our ideal candidate will be a strong writer with a passion for access to justice and supporting underserved communities. We are looking for someone with an eye for design and attention to detail. We would love someone who is seeking a dynamic, supportive and fun work environment!

Responsibilities

- Work closely with the Operations Director to plan, strategize and execute communications and fundraising initiatives.
- Design social media posts, flyers, and reports. Produce promotional videos.
- Communicate with donors, community partners, and local businesses regarding The Commons' Give!Guide campaign.
- Help plan and execute community and fundraising events
- Keep our website up-to-date with the latest from The Commons

Qualifications

- Experience with managing a public social media account preferred
- Strong communication and writing skills.
- Passion for design and attention to detail.
- Comfort working with all kinds of people.
- Commitment to public interest law and access to justice.

Compensation

Clerkships can be paid through a public interest stipend from a law school. Some student clerks join us for externships, earning course credit for the practical training they receive.

The Commons Law Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees, volunteers, and clients.

Application Instructions

Application Deadline August 15th, 2025 for Fall Term

Please submit a cover letter, resume, unofficial transcript (if available), and three references in a single PDF with the subject line "Marketing & Fundraising Internship Application" to jobs@thecommonslawcenter.org.