



**Housing Authority of the City of Milwaukee**  
809 N. Broadway  
Milwaukee, WI 53202  
Phone: (414) 224-0528

#### **PAID LEGAL INTERNSHIP**

**Job Description:** The Housing Authority of the City of Milwaukee (HACM) is seeking a Legal Intern to assist legal work of the HACM Eviction Section as to enhance the Intern's industry knowledge. This is a position that will involve working approximately 20 to 25 hours per week; up to 40 hours per week during the summer.

**Agency Profile:** HACM is an internationally-recognized provider of innovative housing and neighborhood solutions. HACM currently provides high-quality, safe and affordable housing options to over 10,000 households, the majority of which are comprised of low-income families, seniors and disabled adults. In addition, HACM provides a wide range of programs and services to improve quality of life for its residents and assist them in attaining self-sufficiency.

**Responsibilities:** The intern will be responsible for assisting a variety of tasks typical in a corporate legal department, including, but not limited to:

- Reviewing and revising (as necessary) routing business agreements, non-disclosure agreements and other legal documents.
- Researching specific legal issues as well as corporate law department best practices and reporting those findings.
- The intern will also be expected to draft routine contracts and agreements as well as participate in the development of employee training materials in the areas of intellectual property protection, records and information management, contract review and maintenance and other duties as assigned.
- The intern will work with company business teams to solve other problems as they arise.

**Qualifications:** Graduate student or undergraduate pursuing Business Law, Contract Law or a Juris Doctorate from an accredited law school also:

- Proficient in the use of a PC and Microsoft Office Suite (Access, Excel, Outlook, PowerPoint, and Word)
- Willingness to work a flexible schedule is necessary

#### **Our internships offer you the opportunity to:**

- Explore Career Opportunities – by working in the field you have chosen, you can receive an inside look at your potential career path through hands on strategizing and planning
- Network – meet a variety of people in your profession through your internship, allowing you to form relationships you can build on in the future
- Find Mentors – certain individuals can help guide you through your internship and expose you to opportunities to which you can aspire

**Response:** Interested individuals should mail or email their cover letter and resume to:

Housing Authority of the City of Milwaukee  
Attn: Crystal Reed-Hardy, Human Resources Manager  
PO Box 324  
Milwaukee, WI 53201  
chardy@hacm.org