



LEGAL

Open Heart Leaders Nonprofit Organization

Sector: OHL Build

Program: OHL Internship

Type: Internship

Organization Description :

Open Heart Leaders is a 501(c)3 charitable nonprofit organization that dedicates itself to serving marginalized, underserved communities. It is the vision of our organization to help people from diverse backgrounds in any way possible. We strive to help align the head and heart to maintain healthy relationships within one's physical, spiritual, and emotional self.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- The candidate must have a strong commitment to public interest and social justice advocacy to help provide comprehensive legal services to the organization and surrounding community.
- May be involved in conducting legal assessments, drafting of documents, research, and locating resources.
- As our Legal Intern, you will be exposed to contract review and negotiation, employment agreements, and privacy concerns.
- Research substantive legal issues relevant to nonprofits and the organization itself
- Draft and negotiate non-disclosure agreements, non-compete agreements, legal memorandums, and professional services agreements.
- Review and evaluate company policies to ensure we remain accountable and up-to-date with new or changed laws.
- Create and revise agreement templates for use throughout the organization.
- Help identify and develop processes that either don't exist or that need improvement.
- Assist with special projects and initiatives.
- May request a legal intern to conduct legal research country conditions for analysis and reporting.

QUALIFICATIONS AND SKILLS:

Education & Experience:

- Must be enrolled in a law or paralegal program
- Must have legal experience
- Must be a 2L or 3L law student
- Lives in the San Diego area

Knowledge, Skills, & Abilities:

- Must be familiar with state and federal laws



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- Ability to handle sensitive and confidential information
- Excellent written and verbal communication skills
- Written and oral comprehension
- Critical thinking

VALUE-BASED BEHAVIORS:

- Able to work well in a team environment
- Able to work with diverse groups of people

HEALTH STATUS:

- If working on site: Must provide proof of a Negative COVID-19 test

PHYSICAL AND MENTAL DEMANDS:

Physical Demands:

- Must be able to sit for long periods of time working on a computer

Mental Demands:

- N/A

BACKGROUND CLEARANCE:

- N/A

TRANSPORTATION:

- N/A

PAY:

- Unpaid
- College credit may be arranged
- Work experience at an established non-profit organization

TIME COMMITMENT:

- 15 hours minimum required per week
- A minimum of 6 months commitment



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CONTACT INFORMATION:

Human Resource Department

858-256-6736

info@openheartleaders.org

www.openheartleaders.org

OFFICE LOCATION: Remote or Physical