



Job Title: Legal Service Coordinator Intern
Location: Remote (Georgia-based preferred)
Compensation: Based On Experience
Hours: Flexible, project-based
Supervisor: CEO

Position Summary:

We are seeking a dedicated and detail-oriented **Legal Service Coordinator Intern** to support our agency's legitimization assistance program for fathers. The intern will be responsible for contacting fathers who have been approved for the program, reviewing legal documents, scheduling and hosting virtual meetings, and uploading completed documents to PeachCourt or Odyssey eFileGA. This is an excellent opportunity for someone with a paralegal background or strong administrative and tech skills to support community-based legal services while gaining valuable experience.

Key Responsibilities:

- Contact fathers who have been approved for the legitimization assistance program.
 - Schedule and facilitate the **first virtual meeting** via Google Meet to review legitimization documents.
 - Send required documents and calendar invitations with links and instructions.
 - Guide the father through the legitimization paperwork, ensuring accuracy and completeness.
 - Schedule and facilitate the **second virtual meeting** to finalize and upload documents to PeachCourt or Odyssey eFileGA.
 - Maintain accurate documentation of services provided, meetings held, and fathers completed.
 - Communicate promptly with program staff regarding progress, concerns, or follow-up needs.
-

Preferred Qualifications:

- Background in **legal studies, paralegal training**, criminal justice, or related field (certificate or coursework acceptable; degree not required).
- Comfortable reviewing legal documents such as petitions, acknowledgments, and custody forms.
- Strong **communication skills** – both verbal and written – and the ability to work effectively with fathers from diverse backgrounds.
- **Working knowledge of Google Workspace** (Google Meet, Docs, Calendar, and Drive).
- Ability to **schedule and host virtual meetings** independently and manage digital files.
- Access to a **reliable computer and phone** (can use Google Voice for communications).
- High level of **confidentiality, professionalism, and reliability**.
- Self-motivated and detail-oriented with the ability to work remotely and meet deadlines.