

Executive Director
Jessica A. Quincosa, Esq.

Deputy Director
Kayla Williams-Campbell, Esq.

**Director of Litigation
and Advocacy**
Lisa Sarro, Esq.

Director of Operations
Claudia V. Aguirre

Interim Development Director
Jordan Colquitt

Managing Attorney
Ivy Finkenstadt, Esq.

Supervising Attorneys
Warren Buff, Esq.
Kathleen Hughes, Esq.
Amy B. Siegel, Esq.

Attorneys
Adebola Adedoyin, Esq.
Vanessa Agbar, Esq.
Golnaz Alemousavi, Esq.
Jennifer Clark, Esq.
Katherine Cooke-Caraway, Esq.
Sheree Hughes, Esq.
Lekwon Imoke, Esq.
Deborah Kadiri, Esq.
John Kowalko, Esq.
Eric Orr, Esq.
Hina Rodriguez, Esq.
Peter Spann, Esq.
Jawaid Stationwala, Esq.
Tangi Turner, Esq.
Riana Yaman, Esq.

Equal Justice Works Fellows
Ashley Blankenship, Esq.
Emory Cole II, Esq.

Staff
Jonathan Asprilla
Ashley Cartagena
Franklin Escobar
Elmer Espinoza
Stephanie Espinoza
Anna Goldfaden
Maria Teresa Herren
Flor Lemus
Allison Nardick
Stacey Palmer
Micaela Ramos
Abel Reyes
Glenda Soto
Alejandra Sorto
Samir Vasquez Romero
Karen Zayas

Development and Communications Intern Community Legal Services

Overview

CLS is a non-profit organization providing pro bono and reduced-fee legal services to low-income individuals in Prince George's County. The Development and Communications Internship supports outreach, fundraising, and content creation efforts that promote CLS's mission.

Key Responsibilities

- Assist with donor engagement, fundraising campaigns, and event planning.
- Assist with drafting and designing social media posts, newsletters, and other promotional materials.
- Represent CLS at community events and collaborate with local partners.
- Conduct administrative tasks, including maintaining donor records and assisting with event logistics.

Requirements

- Strong communication skills (written and verbal).
- Proficiency in Microsoft Office Suite and familiarity with Canva or similar tools.
- Ability to manage multiple projects independently and meet deadlines.
- Interest in public service and community advocacy.

Preferred Skills

- Experience with social media management or donor outreach.
- Knowledge of event planning, public relations, or non-profit communications.

Benefits

- Opportunity to gain hands-on experience in non-profit communications and fundraising.
- Develop skills in outreach, content creation, and project management.
- Compensation: \$18 per hour (max 15 hours per week).

Application

Submit a resume, cover letter, and writing sample to Colquitt@clspgc.org. Applications are reviewed on a rolling basis.

P.O. BOX 374 RIVERDALE, MD 20738-0374