

Internship Opportunity

The Indiana Continuing Legal Education Forum (ICLEF) has an opportunity for a 2018 summer intern. ICLEF is the premier provider of continuing legal education programming for Indiana attorneys and is a 501(c)(3) not-for-profit organization. ICLEF's curriculum of programming addresses a wide range of legal subject areas produced in live seminar format with additional distribution in the following platforms: live individual and group webcasts, individual on-demand streamed viewing, and scheduled video replays at local bar association locations throughout Indiana. More information about ICLEF is available on our website, www.iclef.org.

The scope of this internship will include hands-on activity in the following aspects of ICLEF's day-to-day operations:

- Social Media promotion / posting of program information. This will include the opportunity to interact with seminar attendees and/or faculty presenters to obtain feedback during or after programs. Creative opportunities to communicate and share information to the legal community.
- ICLEF will soon be implementing a new Customer Relations Management (CRM) software package. Intern will help with the data transfer from existing software to the new software in advance of the rollout.
- Interact with ICLEF's video replay network site coordinators to assist in scheduling replays of programs.
- Opportunity to meet and work with some of Indiana's finest legal minds during the development phases of programs, as well as on the days when programs occur.

This is a compensated internship. Approximately 15-20 hours per week, @\$10 per hour. Parking reimbursement will also be provided.

Interested candidates: Please forward writing sample(s) (such as press releases, blog posts, social media promotional posts, etc.), resume', and contact information by April 12, 2018 to:

Scott King
Executive Director, ICLEF
c/o Tonda Crawford
230 E. Ohio Street
Indianapolis, IN 46204

Or via e-mail at iclef@iclef.org



Timeframe for internship will be approximately mid-May to begin, and run through just before the beginning of the Fall 2018 semester.