Mission Statement: Providing support and services to help new comers build lives in peace and dignity in the US.

Internship Title: Immigration Legal Services Intern

Responsibilities/Projects:
The Immigration Legal Services Intern works with the Immigration Attorney to support existing programmatic work, primarily N-400, Naturalization Applications and I-485, Refugee Green Cards. By summer there will likely be some DACA/DAPA applications, as well.

Intern responsibilities include:
- Gathering relevant documentation to prepare clients for application for benefits
- Conducting basic initial screenings
- Setting up appointments and following up on client inquiries and voicemails on a daily basis
- Conducting relevant research to support case work
- Assisting clients in drafting personal statements
- Preparing immigration forms
- Writing memos
- Advocating on behalf of clients with law enforcement and other agencies
- Liaison with other organization and health care professionals as needed in completing disability and income waivers
- Learning and working on the LawLogix software system to enter client data and submit forms
- Participating in agency wide initiatives including special events, advocacy work and staff meetings
- Duties may also include additional services related the Refugee Resettlement work of the organization in order to enhance overall understanding of programming (e.g. shadowing a case manager, attending an airport reception, assisting a client with an appointment, etc.)

Qualifications:
Legal Services Interns should have a demonstrated interest in the law and/or immigrant issues (current law students or pre-law preferred).

Interns should be professional, patient, detail oriented and committed to learning quickly in order to best serve the needs of the target population. Interns will be supported by the Immigration Attorney as well as a part time Immigration Counselor but will be expected to take considerable personal responsibility for setting one’s own schedule, troubleshooting day to day barriers and taking initiative to get the most out of the learning opportunity.
Is there a language requirement? If so, please specify the language and level of proficiency needed.
Proficiency in a second language is not required but is preferred. Caseload languages include (alphabetical order): Amharic, Arabic, Burmese, Chin, French, Jarai, Karen, Khmer, Kinyarwanda, Nepali, Oromo, Rhade, Spanish, Swahili, Tigrinya.

Working Conditions:
Office space will be provided. A computer lab is available if intern does not own a personal computer. Access to a vehicle and willingness to transport clients is strongly preferred.

On-site Supervisor/Mentor and Internship Contact:
Simon Taft, Legal Services Coordinator, staft@cwsglobal.org

Additional contact:
Primary contact in setting up the internship should go through Sarah Ivory, Director, sivory@cwsglobal.org

Mentorship Plan:
New interns will participate in on-site training with the program Director to learn the overall workings of the program including both refugee resettlement and legal services. S/he will be trained in immigration legal work by a licensed attorney and his/her work will be overseen at all times by the attorney on staff. Additional support will be offered by a second staff person working in this department. Throughout the program the intern will have the opportunity to shadow staff members in various tasks in both legal services and refugee resettlement to further engage them in the work of the community and offer opportunities for learning. S/he will work closely as part of a team and will also have more formal bi-weekly check in meetings to discuss progress, questions, etc.

Preparation: (All Optional)
Books
Do They Hear You When You Cry – Fauziya Kassindia
The Devil’s Highway – Luis Urrea
Inside Out & Back Again – Thanhha Lai

Films
A Better Life
El Norte

Does the intern need to provide her own transportation?
- No, not necessary