

## GOD CALLS EACH OF US TO LOVE THE IMMIGRANT

### Immigration Legal Assistant Intern

<b>Location:</b>	Raleigh, NC
<b>Start Date:</b>	
<b>Length of Opportunity:</b>	Could become Full Time
<b>Hours per Week:</b>	25 – 30hrs/wk
<b>Number of Positions Open:</b>	2
<b>Name &amp; Title of Supervisor:</b>	John Faison, Director of Immigrant Legal Services
<b>General Function:</b>	<p>Provide administrative support and assist Immigrant Legal Services (ILS) staff with providing legal services to clients. Learn about the immigration and naturalization laws and policies of the United States.</p> <p><i>*The Board of Immigration Appeals (BIA) recognizes our CIR Raleigh office and our staff holds BIA accredited representative status. Only BIA accredited representatives or attorneys may provide legal advice to clients.</i></p>
<b>Job Duties:</b>	<ul style="list-style-type: none"><li>• Assist Director of Immigrant Legal Services, CIR Staff and Immigration Attorney and under their guidance and supervision, prepare legal immigration applications and materials after applicants have been legally screened by them</li><li>• Assist ILS staff during initial consultation to determine eligibility of requested service and to inform client of application process, including required records and questions to be answered.</li><li>• Assist ILS staff in contacting clients before and after initial consultation regarding scheduled appointments and required documentation.</li><li>• Assist ILS staff in preparing various applications and forms, ensuring accuracy of information.</li><li>• Primary applications which intern will assist and observe: I-485 adjustment of status to Legal Permanent Resident (“Green Card”); N-400 Citizenship Application; and I-912 Request for Fee Waiver, G-28.</li><li>• Other applications which intern will assist and observe</li><li>• Example of main applications for which intern’s assistance will be required: Deferred Action for Childhood Arrivals (DACA) applications; Violence Against Women Act (VAWA) self-petitions; U Visa petitions for victims of crimes; One-step spousal Adjustment of Status applications (green card applications), I-130 Petitions for Alien Relative; Consular processing applications, I-131 Travel Document applications, and I-730 Refugee/Asylee Relative Petitions and others</li><li>• Interview clients to gather biographical information and documents relevant to their immigration and naturalization cases</li></ul>

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- Conduct follow-up interviews with clients, as needed, throughout the case preparation process
- Other duties as assigned by supervisor and ILS team.

### Maintain records and case files

- Ensure that copies of all relevant applications and documents are placed in the client's file
- Input case-related information into the client database and prepare case summaries, as needed

### Perform outreach activities

- Distribute promotional materials

### Training Opportunities

- Participate in training opportunities available to staff

### **Knowledge, Skills, & Abilities:**

- Fluent in Spanish and English language
- Current or former law student preferred
- Ability to commit two half days per week (Monday and Wednesday until 8pm)
- Commitment to the mission of CIR, welcoming the strangers
- Detail-oriented and proactive
- Strong interpersonal skills, empathy and cross-cultural sensitivity
- Excellent writing and computer skills
- Competent in the use of Microsoft Office
- Ability to work with minimum supervision, and to deal with problems/issues promptly and efficiently
- Ability to communicate clearly, both orally and in writing
- Flexible and motivated team player

### **Experience Required:**

- Some experience or demonstrated interest in immigration or naturalization law, public interest law or public service is preferred but not required

### **Physical Demands:**

- Ability to lift 25 pounds

### **Work Environment:**

- Office located in near Capital Boulevard, 15 minutes from the heart of Raleigh
- Public transportation available
- Workspace may be shared with existing staff/interns

To apply for this position, please visit [www.ciraleigh.org/jobs](http://www.ciraleigh.org/jobs). For more information please contact [info@ciraleigh.org](mailto:info@ciraleigh.org).