



IMMIGRATION LEGAL SERVICES LAW INTERNSHIP

Please note that our office is currently closed due to the Covid-19 pandemic but we continue to provide our services remotely. *For all 2021 internships, we will be working remotely until further notice.*

Legal interns assist our attorneys with their case work. This includes assisting attorneys in filling out forms for clients, preparing cover letters and affidavits for clients and conducting research on immigration law. This position offers a wonderful opportunity for someone to become part of a team dedicated to assisting immigrants and refugees, to learn about the practice of immigration law, and to gain a deep appreciation for a diverse range of cultures.

TIME COMMITMENT 20+ hours per week, Monday through Friday, 9am- 5pm, but willing to work with class schedules (hours negotiable).

DATES:

- Spring Term: Jan 4 - May 31
- Summer Term: June 1 - Aug 31
- Fall Term: Sept 1 - December 31

INTERNSHIP DETAILS: This is an unpaid internship, but it may qualify as an eligible internship for course credit. Please check with your internship coordinator BEFORE accepting to determine if you might be able to do this internship for credit.

RESPONSIBILITIES

- Assist attorneys in filling out immigration forms for clients
- Prepare cover letters and affidavits for clients
- Conduct legal research on immigration law matters
- Assist with legal consultations (currently all remote)
- Other duties as necessary

QUALIFICATIONS

- Pursuing a U.S. law degree;
- An interest in immigration law (prior experience or classes in immigration law is a plus)
- A commitment to the overall mission and values of the Rian Immigrant Center
- Great organizational and interpersonal skills and attention to detail
- Articulate and clear communicator
- Highly motivated, an ability to work independently and as part of a team
- Spanish, Portuguese, Haitian Creole or French language skills a preferred



The Rian Immigrant Center is an Equal Opportunity Employer and strongly encourages candidates of diverse backgrounds and languages to apply.