



IMMIGRATION LEGAL SERVICES - PROGRAM SUPPORT 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.*

This position offers a wonderful opportunity for someone interested in immigration or social justice to become part of a team of people dedicated to helping immigrants and refugees. The Program Support intern will help triage clients via phone to determine their legal issue and liaise with ILS staff to schedule a legal consultation, provide administrative support for the Immigration Legal Services department, including data entry, reporting, and closing cases and help Interpret during client appointments as needed.

You will be given significant responsibility, and will gain solid experience and learn new skills.

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

- Triage clients via phone to determine their legal issue and liaise with ILS staff to schedule a legal consultation
- Provide administrative support for the Immigration Legal Services department, including data entry, reporting, and closing case
- Interpret during client appointments as needed
- Participate in departmental and agency wide meetings: training, events, etc.
- Perform other tasks as required by supervisor
- Support the Rian Immigrant Center mission



QUALIFICATIONS

- A commitment to the overall mission and values of the Rian Immigrant Center
- Spanish fluency required; Portuguese, Haitian Creole or French language skills a plus
- An interest in immigration law desired but not required
- Great organizational skills and attention to detail
- Articulate, and clear communicator
- Highly motivated, an ability to work independently and as part of a team
- Competent in using Microsoft Word , Excel and databases (Salesforce experience a big plus)
- Good interpersonal skills – friendly, helpful, and “can do” attitude
- Ability to handle confidential information with the highest level of discretion

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