

Summer Legal Intern (Hogar Immigrant Services)

HOGAR IMMIGRANT SERVICES

CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON

www.hogarimmigrantservices.org

Summer Legal Intern Job Description

Prerequisites for the Position:

- One year of law school;
- Commitment to the mission and goals of Hogar Immigrant Services/CCDA;
- Bi-lingual (English/Spanish) preferred;
- Genuine interest in Immigration Law.

Summary of Major Duties and Responsibilities:

- Assist immigration attorneys and BIA Accredited Representatives with new client consultations;
- Conduct legal research into various immigration issues, including: family-based cases, U-Visa and VAWA cases, naturalization, and various forms of relief from removal;
- Engage in client interviewing and counseling and prepare client applications under attorney/BIA Rep supervision for submission to the USCIS and the Immigration Court;
- Serve as interpreter for clients at interviews with immigration officers at USCIS;
- Attend hearings at Immigration Court;
- Participate in monthly citizenship/naturalization workshops;
- Attend weekly staff meetings;
- Participate in meetings with immigration legal service community-based organizations;
- Participate in public education on immigration to area community groups;
- Other related duties as assigned.

Supervision: All legal interns will supervised by immigration attorneys, BIA Accredited Representatives, and the Program Director of Hogar Immigrant Services' legal department.

If interested, please send a cover letter and resume to the Program Director via email.