

## Legal Intern (Catholic Charities of Dallas, Inc.)



### LEGAL INTERN

#### IMMIGRATION AND LEGAL SERVICES DIVISION

**ABOUT OUR ORGANIZATION:** Catholic Charities of Dallas, Inc. is a non-profit 501(c)(3) organization, a United Way partner agency, and is nationally accredited by the Council of Accreditation. Catholic Charities of Dallas' mission is to be a family of human services working together to strengthen families by providing help...creating hope, regardless of faith. Our human services divisions provide family-strengthening services to more than 67,000 individuals from conception to a natural dignified death regardless of race, age, gender, disability, national origin or religion.

Catholic Charities of Dallas has been providing help...creating hope, regardless of faith since 1891 through four main divisions including Elderly and Family Services, Refugee and Empowerment Services, Immigration and Legal Services, and Children & Adoption Services and Community Outreach. To learn more about the clients and programs provided by Catholic Charities of Dallas, please visit our website at [www.CCofDallas.org](http://www.CCofDallas.org).

#### **IMMIGRATION AND LEGAL SERVICES:**

Immigration and Legal Services (ILS) division is recognized by the Board of Immigration Appeals providing immigration counseling and representation to low income immigrants in North Texas. ILS provides representation in the areas of family immigration, citizenship, services to immigrant victims of domestic violence and other violent crimes, services to unaccompanied immigrant children in removal proceedings; immigration-related employment discrimination, and administrative representation of refugees and asylees. ILS also conducts extensive community outreach and public information about U.S. immigration laws.

**STATUS:** This position is full-time. Minimum of 6 weeks; interns who are able to commit to the full summer are welcomed.

**JOB SUMMARY:** The Summer Law School Intern is responsible for counseling clients regarding their immigration matters and managing clients' cases.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Conduct assessments of cases to determine eligibility for relief under the immigration law.
- Provide clients information regarding documentation and other requirements appropriate for each case.
- Prepare applications for relief for applicants who qualify. Provide all appropriate advisals.
- Conduct research on specific legal issues
- Participate in training opportunities as appropriate.

- Attend and participate at ILS Staff Meetings and outreach events

**SKILLS AND QUALIFICATIONS:**

- B.A. Degree; enrolled at a ABA accredited law school.
- Bilingual – English/Spanish preferred.
- Excellent communication skills, both verbal and written.
- Computer literate and experience with MS Office suite of products.
- Efficient time management skills required.

**REPORTS TO:** PROGRAM DIRECTOR

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Be able to sit for prolonged period.
- Be able to stand, bend, kneel, etc. while performing certain duties/tasks/activities
- Be able to lift, push or pull up to 15 lbs.

**SALARY:** This is an unpaid internship.

**POSITIONS AVAILABLE:** 12

**STARTS:**           **May 21, 2012 – June 30, 2012 – 6 week commitment (minimum)**  
                          **May 21, 2012 – July 28, 2012 – 10 week commitment**

**WHAT YOU WILL GAIN:**

- Extensive client contact with people from all over the globe
- Structured training on immigration law
- Mentoring and supervision by experienced immigration practitioners
- Exposure to best practices for law office case management procedures
- Opportunities to participate in legal clinics and outreach events throughout the immigration community
- Participation in all functional and operational aspects of nonprofit legal services program

**ACADEMIC CREDIT:**

If an intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his/her school. Catholic Charities of Dallas, Inc. will provide the necessary job description and performance review upon request. Please visit [www.CCofDallas.org/Internships](http://www.CCofDallas.org/Internships) to view a full listing of internship opportunities.

**APPLY:**

To apply, simply complete the Internship Application online at [www.CCofDallas.org/Apply](http://www.CCofDallas.org/Apply) and once completed, click "submit".