

ILCM Pro Bono Project Intern

About ILCM

The mission of the Immigrant Law Center of Minnesota is to provide quality immigration legal services and law-related education to meet the steadily increasing needs of Minnesota's growing immigrant and refugee communities. We work to support a fair and just immigration process that keeps the American dream alive, embodies the rule of law, and strengthens families and communities across Minnesota. Our goals include remedying legal problems with immigration legal services, preventing legal problems with law-related education to immigrants and refugees, and encouraging immigration policies that are practical and compassionate.

Salary: Unpaid. Work-study or college credit may be arranged through your school.

Application Deadline: Open until filled.

Primary Duties and Responsibilities:

The ILCM Pro Bono Project intern will assist the ILCM Pro Bono Coordinator with all areas of the Pro Bono Program to support the volunteer attorney program. The primary job duties are listed below.

The primary roles envisioned for this new internship position are as follows:

- Provide Spanish interpretation for client meeting and/or legal screenings;
- Assist with Spanish interpreting for client phone calls;
- Conduct legal research. The intern's primary legal research project will be to review recent decision from the Administrative Appeals Office and draft a case summary for each decision; and
- Assist with other task related to client outreach program development, and event preparation as needed.

Terms of internship

- The internship is for September - December 2017, although these dates are flexible. The Pro-Bono Project Intern requires a 4 hour a week commitment; that covers either on Thursday afternoons or Tuesday mornings.

Experience and Qualification Requirements

- Excellent communication skills.
- Attention to detail.
- Commitment to follow through on client-related matters.
- Ability to work in a face-paced office environment.
- Spanish is a must.

How to apply:

Send resume and cover letter to the ILCM volunteer coordinator at:

volunteer@ilcm.org

For more information about position duties and requirements, please contact the Volunteer Coordinator at the Immigrant Law Center of Minnesota, 450 N Syndicate St, Suite 200, St Paul, MN 55104, or (651) 641-1011.