

## The Immigrant Law Center of Minnesota

**Job Title:** Undergraduate and Graduate Policy Interns

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**Organization Summary:** The mission of the Immigrant Law Center of Minnesota is to enhance opportunities for immigrants and refugees through legal representation for low-income individuals, and through education and advocacy with diverse communities. Our goals are to:

- *Remedy legal problems* by providing quality immigration legal services to low-income immigrants and refugees of all nationalities;
  - *Prevent legal problems* by providing law-related education to immigrants and refugees of all nationalities; and
  - *Raise public awareness* of immigration issues so as to encourage sound public policy that protects the universal human rights of immigrants and is both compassionate and practical.
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### **Primary Duties and Responsibilities:**

The policy interns will assist the Executive Director to advance strategies to promote policies that protect and enhance rights and opportunities for immigrants and refugees and counter anti-immigrant initiatives in current immigration and public policies.

### **Essential Job Functions:**

- Assist with research and analysis of immigration policy proposals at the local, state and national levels
- Assist with research to produce fact sheets, action alerts, media releases and website content
- Attend meetings with community and grassroots partners as well as elected officials
- Assist with drafting and revising proposed legislation and/or executive action depending on experience
- Assist with data entry as needed

Intern duties can be flexible, and efforts will be made to match the interests and skills of the volunteer to projects they find interesting.

***During the 2020-2021 academic year, policy interns will most likely work entirely remotely in light of the COVID-19 crisis.***

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### **Qualifications:**

#### Education/Experience:

- Demonstrated experience and/or interest in immigration and immigration-related law or policy

#### Knowledge, Skills, and Abilities:

- Excellent oral, listening, and written communication skills
  - High level of attention to detail
  - Ability to work well with diverse communities
  - Working knowledge of Microsoft Office programs. Database experience a plus
  - Fluency or proficiency in language spoken by immigrant communities in Minnesota—particularly Spanish, Somali, Hmong, Karen, or Amharic—preferred
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**Number of positions and terms of the positions:** ILCM hopes to host two policy interns—one undergraduate and one graduate student (law, public policy, or a related discipline) during each semester of the 2020-2021 academic year. Prospective interns are asked to make a commitment for at least a semester, but could request an internship lasting an entire year. Internships require a commitment of between 10-15 hours per week. Internships can serve as a work-study opportunity or for credit.

**How to apply:** Send a resume and cover letter to [volunteer@ilcm.org](mailto:volunteer@ilcm.org).

**Application Deadline:** Positions open until filled