

## **The Immigrant Law Center of Minnesota**

**Job Title:** ILCM's Pro Bono Naturalization Law clerk / intern

**Purpose of the Immigrant Law Center of Minnesota:** The Immigrant Law Center of Minnesota (ILCM) is a nonprofit agency that provides immigration legal assistance to low-income immigrants and refugees in Minnesota. ILCM also works to educate Minnesota communities and professionals about immigration matters, and advocates for state and federal policies which respect the universal human rights of immigrants.

### **Job description:**

The Naturalization Law clerk / intern will be detail-oriented to support the pro bono department in handling the naturalization cases. The clerk/intern will work under the supervision of a licensed attorney and will assist with legal research, document preparation, case management, client communication related to naturalization application.

### **Responsibilities:**

1. Conduct legal research on naturalization laws
2. Assist in preparing N-400 naturalization applications and supporting documentation
3. Communicate with clients to gather information, request documents and provide updates.
4. Assist attorneys and accredited representatives in preparing clients for naturalization interviews

### **Requirements:**

1. Current JD candidate or L.L.M student
2. Strong interest in immigration law
3. Excellent legal research skills and attention to detail
4. Ability to manage and work in a group setting
5. Second language proficiency ( Spanish, Somali, Hmong, Amharic, Oromo, Karen ) is a plus.

**Terms of the position:** The position is an unpaid volunteer opportunity and requires an 10-15 hour/week commitment. Supervisor also willing to support interns who secure external funding or credit. Flexible schedule. The volunteer is not required to be in St. Paul.

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

Application Deadline: Open until Filled