

Legal Services Intern/Volunteer

Commitment: Minimum 3 Months, 6+ Months preferred; at least 3 hours a week

General Information: Lutheran Family Services seeks a Legal Intern/Volunteer to support LFS' immigration legal service programs benefiting refugees, asylees, and cuban parolees. The Legal Intern/Volunteer will be supervised by the Program Attorney and work with LFS' legal team.

The position is unpaid but may be pursued for academic credit. If pursuing for academic credit, a semester or quarter commitment is required.

Essential Functions:

- Draft various immigration benefit applications being filed with United States Citizenship and Immigration Services (“USCIS”).
- Assist Program Attorney with managing pending cases, including contacting clients to gather additional information or documentation and/or to update about status of case or USCIS for case status updates,
- Conduct thorough legal and factual research on case related topics
- Write cover letters, memorandums, and other documents and assist legal staff in drafting presentations and other materials to support LFS' community outreach.
- Maintain accurate and complete case notes and client files.

Requirements:

- Preferred current law, masters in social work or human service students or recent graduates welcome; OR **bachelor's degree (B. A.)** in Human Services or related field from four-year college or university plus experience completing government applications; OR 2+ years relevant work experience in immigration or human services field, experience with immigration preferred.
- Interests in refugee/immigration law
- Resourceful, thorough and analytical in order to develop information and obtain materials relevant to the research requested.
- Excellent oral communication and writing skills.
- Solid time management, organization, and prioritization skills; demonstrated ability to multi-task and meet strict deadlines.
- Sensitivity in working with clients of all backgrounds including various cultures, languages, ages and vulnerabilities.
- Proficiency in Spanish or another foreign language is beneficial, but not required.