



Position Title: Immigration Legal Intern (Oakland, Concord, Richmond)

Area/Program Focus: Legal, Immigration and Citizenship

Position Summary: Catholic Charities of the East Bay (CCEB) works with youth, children, and families to promote self-sufficiency, strengthen families, and pursue safety and justice. Our Immigration Legal Services Department has provided relief for immigrants and refugees for over 35 years. With a full staff of three attorneys, three Department of Justice (DOJ) accredited representatives, law students, support staff, and volunteers in Oakland, Concord, and Richmond, CCEB is one of the largest providers of immigration legal services for low-income families in the East Bay. Some of the immigration legal services CCEB provides are:

- Family-based visa petitions
- Permanent residency (Green Card) application and renewal
- Deferred Action for Childhood Arrivals Renewals (DACA)
- Citizenship and naturalization
- SIJS
- VAWA cases (victims of domestic abuse) and U-visas
- Consultations regarding immigration options
- Asylum cases

The Immigration Legal Intern will be trained and mentored in assisting CCEB's Legal Staff with providing direct service to clients under the supervision of an attorney or a DOJ accredited representative. The majority of clients served by CCEB are primarily Spanish speaking. As such, interns and volunteers will need to be bilingual in English and Spanish as well as possess excellent communication, writing, organization, and analytical skills in addition to a high level of professionalism. This is a perfect opportunity for anyone considering a future career in immigration law and/or wanting to assist the immigrant community in the Bay Area.

The Immigration Legal Internship is unpaid at CCEB's three locations and could be completed for academic credit at a community college or university. At least 15 hours per week (our offices are open Monday through Friday from 9 AM until 5 PM) for at least 4-6 months are required. Please read CCEB's requirements below.

Reports to: Ingrid Laterza, Immigration Legal Services Supervisor (Concord); Jose Orta, Immigration Counselor (Richmond) and Maciel Jacques, Immigration Services Program Manager (Oakland)

Responsibilities:

Essential Responsibilities:

- Provide basic information to clients who call or drop into CCEB
- Assist CCEB's legal staff with translation or note-taking for basic eligibility screenings for DACA, citizenship, U-visas, and other immigration relief
- Assist with providing direct legal services by meeting with clients, preparing applications for relief, drafting client declarations, and submitting cases to U.S. Citizenship and Immigration Services ("USCIS") under the supervision of CCEB's immigration attorneys or DOJ accredited representatives
- Schedule confidential appointments with clients at CCEB's Offices
- Assist legal staff with client services by checking clients in on consult and workshop days, conducting the opening appointment for all legal cases, prepare file, accept client in INS-Zoom
- Occasionally translate documents from Spanish to English – including birth certificates, marriage certificates, declarations, and more
- Close case files and maintain closed cases according to office policy, including tracking deadlines
- Answer phone calls, emails, and written correspondence from clients as needed
- Assist CCEB's legal staff with presentations at outreach and community events, such as know your rights workshops
- Assist legal staff with filing and data entry
- Copy and scan documents as needed

Agency Culture:

The business and social environment we operate in today has changed. What worked yesterday may not work today and will likely not work tomorrow. To thrive, we must incorporate new ways of thinking and embrace new practices. As part of our individual and agency cultural change process, it is critical that all employees of Catholic Charities aspire to the following:

- A commitment to the agency's mission, vision, and values
- A commitment to excellence in everything we do
- A commitment to accreditation as well as performance and quality improvement
- A commitment to outcomes and measured results
- A commitment to innovation and to what is possible

Qualifications/Requirements:

- Must complete a Live Scan background check (to be paid for by CCEB)
- Must complete an online training in recognizing, reporting, and preventing abuse

- A time commitment of at least 15 hours per week – at least 2 full 7-hour days per week – for at least 4 months is required
- Must be fully bilingual in English and Spanish
- Intermediate experience with Microsoft Windows, Microsoft Office (Word and Excel), and Google Apps (Docs, Drive, and Gmail) is required
- Candidates with experience working in an office environment (particularly legal) preferred
- Candidates with a passion for social justice and immigration law are preferred

Core Competencies:

- Detail-oriented and self-directed
- Excellent verbal and written communication
- Excellent organization and time-management
- Experience giving presentations or speeches
- Professionalism

Physical Requirements:

Action	% of the day
Lifting	5
Standing	25
Sitting	75
Bending	15
Typing	33
Seeing/Reading	66
Hearing	66
Speaking	33

Review/Approval

Supervisor's Approval _____ Date: _____

Volunteer's Signature _____ Date: _____

My signature above indicates that I have received a copy of this job description, the contents of which have been discussed with me by my supervisor or a Human Resource Department representative.

Volunteer Coordinator Review _____ Date: _____

CAO Initial _____

Date: _____