



## Legal Services Intern

Location:  
Oakland  
Richmond  
Concord

### **Position Title:** Legal Services Intern

**Supports:** Legal Immigration Services

**Position Summary:** The Legal Services Intern will be trained and mentored in providing direct services to clients by helping them complete initial applications and renewals through direct supervision of an accredited legal representative. Bilingual, English and Spanish applicants are strongly preferred. This is a perfect opportunity for anyone considering a future career in Immigration Law and/or someone wanting to assist immigration communities navigate the legal system.

### **Essential Responsibilities:**

- Provide basic eligibility screening and document requirements to clients who call or walk into Catholic Charities Service Centers
- Prepare evidence and declaration for specific applications and renewals as assigned.
- Assist legal staff with administrative tasks including filing, data entry, etc..

### **Success Metrics:**

- Projects are completed with accuracy within the given deadline.
- Interns and Volunteers sustain a consistent and reliable schedule.
- Initiative is taken in assisting peers and supervisors by identifying needs and action steps.

### **Core Skills:**

- Detail oriented and self-directed
- Excellent communication, virtual and in person
- Culturally competent; experience working respectfully and mindfully with individuals from diverse backgrounds

### **Requirements:**

- Must complete a LiveScan background check paid for by Catholic Charities
- Must complete and online training in recognizing and reporting abuse
- Must volunteer at least 8 hours per week for 4 months

### **Agency Culture:**

Catholic Charities East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.