

Position Title: Legal Intern (All Locations)

Area/Program Focus: Immigration Legal Services, DACA and Citizenship Focus

Who we are: Since 1935, Catholic Charities East Bay's mission has been to support children, youth, families, and seniors from crisis to stability well-being. Our lines of service include rental assistance to prevent eviction, youth mental health services that disrupt cycles of violence and help young people succeed, and immigration legal services. We welcome and serve everyone who has qualities for our programs. Our three main offices are in Oakland, Richmond, and Concord, serving Alameda and Contra Costa County.

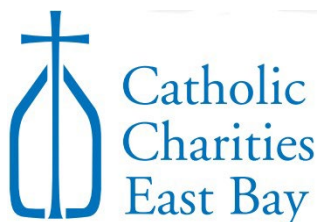
Volunteers are the heart of our business, and Catholic Charities of the East Bay offers various volunteer opportunities in Alameda and Contra Costa counties.

Position Summary: [Catholic Charities East Bay \(CCEB\)](#). Our Immigration Legal Services Department has provided relief for immigrants for over 35 years. With a full staff of five attorneys, five Department of Justice accredited representatives, paralegals, 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 (DACA)
- Citizenship and naturalization
- Special Immigrant Juvenile Status
- VAWA cases (victims of domestic abuse)
- U-visas (victims of crimes)
- Consultations regarding immigration options
- Removal Defense Cases
- Education and Outreach

The Immigration Legal Intern will be trained and mentored in providing direct service to primarily Spanish-speaking clients by helping them complete applications for citizenship and renewals for [DACA](#) under the supervision of an attorney/or accredited legal representative. As such, they will need to be fully bilingual in English and Spanish. The legal intern should 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.



The Immigration Legal Internship at [CCEB](#) is unpaid and may only be completed for academic credit at a community college or university.

Reports to: Ingrid Laterza, Legal Service Program Manager

Responsibilities:

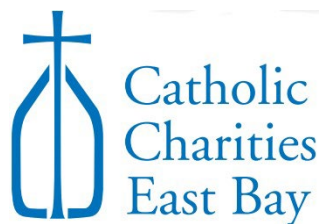
- Provide basic eligibility screening and document requirements to clients who request CCEB's legal immigration services (DACA and Naturalization)
 - Schedule confidential appointments with clients at to assist them with completing their DACA renewals and Citizenship applications
- Answer phone calls, emails, and written correspondence from clients as needed
- Assist CCEB's legal staff with presentations at outreach and community events, such as DACA and Citizenship informational sessions and workshops
- Assist legal staff with filing and data entry
- Copy and scan documents as needed.

Qualifications/Requirements:

- A time commitment of at least 15-20 hours per week – at least 2 full 7-hour days per week – for at least 3-6 months is required.
 - Hybrid role (remote/office required)
- Must be fully bilingual in English and Spanish
- Intermediate experience with Microsoft Windows, Microsoft Office (Word and Excel), and adaptability to immigration case management software required
- Candidates with experience working in an office environment (particularly legal) preferred
- Must complete a Live Scan background check (to be paid for by CCEB)
- Must complete an online training in recognizing, reporting, and preventing abuse
- Candidates with a passion for social justice and immigration law are highly encouraged to apply

Core Competencies:

- Detail-oriented and self-directed
- Computer skills (i.e., Microsoft Office, etc.)
- Excellent verbal and written communication
- Excellent organization and time-management
- Bilingual in English and Spanish
- Professionalism



Accountability:

- Immigration Legal Internship is directly accountable to Catholic Charities East Bay's legal staff, Legal Services Program Manager