



Legal Intern UUM Focus Immigration

Location:
Concord, Oakland,
Richmond

Position Title: Legal Intern, Unaccompanied Minors Focus

Supports: Immigration and Legal Services

Position Summary: 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. 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.

Essential Responsibilities:

- Support attorneys with the direct representation of unaccompanied children by preparing various legal filings such as motions, affidavits, briefs, and applications for relief (including asylum).
- Draft and submit petitions for Special Immigration Juvenile Status (SIJS), U-visas, T-visas, and work authorization.
- Prepare for hearings or interviews before immigration court and U.S. Citizenship and Immigration Services (USCIS).
- Schedule and conduct legal screenings for prospective child clients, adult sponsors, and other agencies.
- Draft case summaries and routine client correspondences.
- Stay abreast of current trends in immigration and family law, as well as other federal laws affecting unaccompanied children.
- Conduct research on country conditions and draft memoranda of law.
- Maintain the case data management system through accurate data entry, tracking court hearing dates, deadlines, case activities, client communications, and referrals.

Requirements:

- A time commitment of at least 10-20 hours per week – for at least 3-6 months is required.
 - Hybrid role (remote/office required)
- Bilingual in English and Spanish preferred.
- 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.
- Candidates with a passion for social justice and immigration law are highly encouraged to apply.
- Must complete a LiveScan background check, paid by Catholic Charities.
- Must complete all required volunteer forms.

Agency Culture: We are committed to maintaining a diverse and inclusive environment where all individuals are treated with respect and dignity. We do not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation, national origin, age, disability, or genetic information). Our policies, practices, and decisions reflect this commitment to equal opportunity and non-discrimination in all aspects of our operations.

When you volunteer, you are doing good for others and the community, and that will provide you with a natural sense of accomplishment and will also give you a sense of pride.