

HOGAR IMMIGRANT SERVICES - LEGAL
CATHOLIC CHARITIES OF THE DIOCESE OF ARLINGTON
www.cdda.net/hogarlegal/

Summer/Fall 2023 Legal Internship

Hogar Immigrant Services - Legal is seeking interns for Summer and Fall 2023.

Prerequisites for the Position

- One year of paralegal studies;
- Commitment to the mission and goals of Hogar Immigrant Services - Legal/Catholic Charities Diocese of Arlington;
- Spanish, Dari, or Pashto fluency or strong proficiency preferred (we have a limited capacity to take on nonbilingual interns due to our client base);
- Genuine interest in immigration law;
- Availability to work a minimum of 40 hours/week in the Summer and a minimum of 12 to 15 hours/week during the Fall semester.

Summary of Major Duties and Responsibilities

- Assist immigration attorneys with new client consultations and naturalization follow up appointments;
- Conduct legal research into various immigration issues, including: family-based cases, U-Visa and VAWA cases, naturalization, and various forms of relief from removal;
- Engage in client interviewing and counseling and prepare client applications under the supervision of attorneys and/or DOJ Accredited Representatives for submission to U.S. Citizenship and Immigration Services (USCIS), the Department of State, and the Arlington Immigration Court;
- Serve as interpreter for clients at interviews with immigration officers at USCIS;
- Translate legal documents from Spanish, Dari, or Pashto to English;
- Conduct legal research and prepare memoranda regarding complex legal issues;
- Attend hearings at Arlington Immigration Court;
- Participate in monthly legal services workshops addressing various community needs such as citizenship/naturalization application screening and preparation, pro se asylum education, and Temporary Protected Status screening and preparation. Workshops sometimes take place on Saturdays;
- Attend weekly staff meetings;
- Participate in meetings with immigration legal service community-based organizations;
- Participate in public education on immigration to area community groups; and
- Other related duties as assigned.

Supervision: All legal interns will be supervised by attorneys, the Supervising Attorney, and the Program Director of Hogar Immigrant Services - Legal.

Externship / Pro Bono Credit: The internship is unpaid, but we will cooperate with students in any externship requirements they may have with their law schools in order to obtain academic credit. We will also cooperate with students any pro bono credit requirements. The law student

must make Hogar aware of any and all such program requirements at the commencement of their internship.

If interested, please send a cover letter and resume to Carola Cintron Arroyo, Pro Bono Coordinating Attorney, at carola.cintronarroyo@ccda.net.