

Position Title: Immigration Legal Intern, Immigrant Justice Legal Clinic

Supervisory Relationship: Supervisory Attorney, Immigrant Justice Legal Clinic

Work Location: 1805 S. Ashland Ave, Chicago, Illinois 60608

Organization General Description:

The Resurrection Project's mission is to build trusting relationships to educate and propel individuals, immigrants, and families to achieve their social and economic aspirations, stable homes, and equitable participation in their community. Our vision is that families and individuals have the increased capacity to reach their goals and improve their socio-economic status.

Department Description:

The goal of TRP's Immigrant Justice Department is to provide opportunities for authentic local immigrant leadership, to offer holistic community-based immigration legal services, and to work in coalitions to expand access to legal representation.

Internship Duties and Responsibilities:

- Provide professional and courteous service to clients and potential clients including answering and returning phone calls, case preparation, and case follow-up
- Interview immigration clients to collect factual information related to their cases;
- Input case-related information into client database and prepare legal immigration documents and materials;
- Assist TRP attorneys and fully accredited DOJs in preparing for hearings before the Executive Office for Immigration Review (EOIR)
- Attend and participate in required educational programs and staff meetings.
- Perform other duties as assigned.

Essential Knowledge and Skills:

- Must be a law student or recent graduate
- Passionate about immigrants' rights with a strong interest in representing underserved members of the community
- Excellent interpersonal, written and oral communication skills
- Excellent organizational and problem-solving skills
- Ability to work independently
- Ability to work well with people of diverse cultural, educational, and professional backgrounds
- Bilingual in English and Spanish strongly preferred

Special Working Conditions and Demands:

- Must be available 18-20 hours per week Tues – Sat. Saturdays required.

Position Classification: Part-Time

Salary: \$5000.00 stipend for the semester

Preparation Date: 08/01/2023

Statement of Equal Opportunity:

The Resurrection Project is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex (including pregnancy), national origin, ancestry, age, marital status, sexual orientation (including gender identity), military status, disability, language (any language use not related to job duties), or any other status protected by applicable federal, state, or local law.

Application Instructions: Please send resume and cover letter by email.

Contact Information Email: kgreenslade@resurrectionproject.org