

**CWS-LANCASTER**

INTERNSHIPS

**CWS- Lancaster serves the refugee and immigrant communities of Central Pennsylvania.** Through hard work and a long-term commitment of support, people who once had no hope are discovering the means of transforming their lives. We work hand-in-hand with caring churches, organizations and individuals to provide help and homes to refugees, and work to build a hospitable community in the United States for uprooted people so that they can fashion a better future.

**Position:** Immigration Legal Services Intern

**Reports to:** Immigration Legal Services Program Coordinator

**Hours and Length:** 20-40 hours/week for one or more semesters (summer internship also available)

**Basic Intern Responsibilities:**

* Conduct research on case law, memoranda, USCIS policies, court procedures, immigration consequences of crimes, etc.
* Prepare notes, summaries, briefs, and country conditions reports related to immigration cases
* Assist clients in corresponding with USCIS/DHS through writing and telephone calls
* Meet with clients in-person to assist with cases and follow up
* Record and respond to incoming calls and inquiries
* Schedule appointments for immigration counselors
* Create and maintain client files
* Document all activity with clients and/or cases in the case notes, objectively

**Qualifications:**

* Law Students preferred. Pre-Law, Paralegal Studies, International Studies, or Social Work majors and others considered.
* Post-graduate students preferred. Undergraduate students considered.
* Patient, organized, and detail-oriented
* Excellent problem-solving skills
* Excellent communication and writing skills
* Interest in immigration law
* Ability to work independently and be a self-starter
* Cultural competency and strong desire to work in a cross-cultural environment
* Language skills: proficiency in Spanish is desired

**Applying Instructions:** To apply, please complete an internship application and send it with your resume and a cover letter to [rgarver@cwsglobal.org](mailto:rgarver@cwsglobal.org). Please add the position title in the subject line of the email. Applications will be accepted on a rolling basis.