



CWS-LANCASTER Internship

Immigration Legal Services Intern

CWS-Lancaster serves the refugee and immigrant communities of Central Pennsylvania. We work together with faith groups, 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 Supervisor

Hours and Length: 15 - 20 hours per week for one or more semesters and/or autumn

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 for immigration cases
- Assist legal services staff with filings, client correspondence, and program maintenance
- Assist clients in corresponding with Federal immigration agencies (USCIS, EOIR, ICE, etc.)
- Meet with clients in-person and/or remotely to assist with case preparation and follow-up
- Create and maintain client files
- Document all activity with clients and cases through the legal services program's case management systems

Qualifications:

- Law student or post-graduate student only
- 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
- Students may receive course credit for the internship. Students seeking this option should inquire with their academic advisor. We will work with the student and college advisor on achieving desired learning outcomes and completing required paperwork.
- Cultural competency and strong desire to work in a cross-cultural environment
- Language skills: Proficiency in Spanish is desired

Applying Instructions: Send cover letter and resume to gsnader@cwsglobal.org. Please state semester of preference. Applications will be accepted on a rolling basis.

Note: Any applicant selected for the internship is required to have a university agreement from your current or former university or educational institution that indicates the internship would be related to your education or studies.