

**Position Description: Immigration Legal Clinic Internship**  
**Department: Immigration Law**  
**Program: Immigration Legal Services**

**Location:**  
1611 E. 7<sup>th</sup> Street  
Charlotte NC 28204  
704-333-8099

International House is a nonprofit organization that empowers immigrants and international culture to thrive in Charlotte. International House enriches the lives of immigrants, residents, and the community of Charlotte through cross-cultural connections that foster understanding and fuel inspiration. Our hands-on programs help immigrants settle and succeed in this region while helping residents and businesses connect with people and cultures from around the world. We offer direct services through our immigration law clinic, Adult ESL classes, and after school tutoring program for children in CMS. We also offer several cultural enrichment programs including Conversation Hours in various languages and an International Book Club.

Our Immigration Legal Clinic offers pro-bono or low-cost immigration legal services for individuals and families who are already on a pathway to citizenship. Our attorneys can help process applications for work permits, adjustment of status to legal permanent residency (greencard), legal residency renewals, citizenship naturalization, travel permits, and family reunification. Each year, our clinic opens over 500 new immigration cases, in addition to maintaining previous cases that are still in process. We work with families and individuals from over 50 countries each year, who now reside in Charlotte-Mecklenburg and surrounding counties. IH interns support legal service programs in a variety of ways, including conducting intake interviews, scanning and filing documents, scheduling appointments with clients, maintaining case notes as appropriate, assisting with client follow-up, etc.

#### **Roles and Responsibilities:**

- **Front Office/Administrative Duties**
  - Answering the phone, transferring calls, responding to voicemails, greeting and assisting walk-ins.
  - Making copies, filing paperwork, general office maintenance.
  - Work on special projects as needed.
- **Client Intake and Referrals**
  - Collecting potential client information during intake appointments to share with attorneys to help determine if we can take on a case.
  - Maintain an up-to-date list of community partners and private attorneys to use for referrals, focusing on local legal services that IH does not provide.
  - Researching immigration policies to stay current on news, immigration trends, and local education/advocacy events like Naturalization Workshops by CCLA.
- **Client Follow-Up and Ongoing Support**
  - Work with attorneys to help maintain client case files through copying, scanning, and filing supporting documents.
  - Maintain case notes in the INS Zoom database as progress or action happens with each case.

- Assist attorneys with scheduling client appointments or reaching out for additional information, supporting documents, or signatures.

**Time Commitment:**

- Minimum of 12-16 hours a week for a full school year (August 2023- May 2024)
- IH Offices are open Monday-Thursday from 9 AM – 5 PM for in-person, weekly hours.
  - *Exact schedule determined by intern class schedule and work obligations.*
- Some evenings and weekends may be requested.

**Qualifications:**

- Excellent organization and communication skills
- Independent, responsible, and self-motivated
- Culturally sensitive, with experience working with diverse populations.
- Computer proficiency required (Microsoft Office and Google Suite)
- Spanish language strongly preferred, but not required.
- Other second languages are also accepted and welcomed (French, Tagalong, Farsi, Arabic, etc.)

**Additional Details:**

- This is an unpaid internship opportunity which may be eligible for university credit, depending on the interns' academic department and area of study.
- Exact schedule TBD based on intern class schedule and any paid work obligations.
- International House requires all staff and interns to be fully vaccinated against covid-19, and to provide proof of vaccination prior to starting internship.

**To apply: Please send your resume and a cover letter to Lauren Rogers, Director of Community Engagement at [Lrogers@ihclt.org](mailto:Lrogers@ihclt.org).**

**If selected for additional consideration, you'll be contacted via email by IH staff to schedule an interview.**