



DIOCESAN MIGRANT & REFUGEE SERVICES, INC.

DMRS

SERVICIOS DIOCESANOS PARA MIGRANTES Y REFUGIADOS

Internship (unpaid)

Title

Unaccompanied Minors Program Unit Intern (unpaid)

Job Description

Diocesan Migrant & Refugee Services, Inc. (DMRS) has an opening for an Intern within its Unaccompanied Minors Program. DMRS is a full service immigration legal aid organization providing high quality free and low cost legal services to individuals residing within the geographical boundaries of the Catholic Diocese of El Paso, Texas. The chosen intern will assist in the determination of eligibility for relief from removal, and court preparation sessions, as well as assist with direct legal representation of minors in immigration court, family court, and before U.S. Citizenship & Immigration Services. Depending on client needs, the Legal Intern may assist with applications for asylum, U and T visas, Special Immigrant Juvenile Status, and other applications for relief, as appropriate.

Responsibilities include:

- Assist with legal or factual research and preparation of pleadings or applications for relief;
- Review materials and legal updates related to unaccompanied immigrant minors; discuss these updates with the rest of the team and incorporate relevant materials in the KYR script and interactive tools, screening tools, training materials and legal strategies;
- Attend regular staff meetings to discuss cases and program developments;
- Attend weekly organization-wide CLEs in addition to unit-specific trainings;
- Participate in meetings and calls with stakeholders;
- Prepare for and participate in site visits and conference calls with the Vera Institute.

Qualifications:

- Preference for candidates who have taken immigration law, an immigration law clinic, or who have assisted with asylum or other related legal work, but not necessary for candidates who have the ability and are eager to learn;
- Fluency in Spanish/English;
- Demonstrated commitment to serving youth and/or immigrant populations; highly responsible;
- Excellent oral and written communication skills;
- Strong organizational skills; tech savvy

Resume Receipt

E-mail

Default email address for resumes

chudak@dmrs-ep.org

Additional Documents

Cover Letter, Writing Sample

Requested Document Notes

Position will be open until filled, and applicants are encouraged to apply immediately. To apply, please email a résumé, cover letter and writing sample to the Development Coordinator, Katie Hudak, at chudak@dmrs-ep.org.

Contact Information

Katie Hudak

Development Coordinator

chudak@dmrs-ep.org

(915) 532-3975 x1005

Expiration Date: February 15, 2019

Compensation Type
Unpaid

Compensation Details

This position is uncompensated; however, DMRS will provide assistance with securing any funding or course credit for which the Intern is eligible.

Class Level

College Students, Retired Professionals, Retired Lawyers, or 1L, 2L, 3L students

Practice Area(s)

Immigration, Immigration/Refugee