POSITION TITLE: Law Student Intern
REPORTS TO: Assigned Attorney
WORKSITE: Omaha, Nebraska
POSITION TYPE: Volunteer (Unpaid)

Student may apply for funding with college/university

HOURS: 8-20 hrs/week
Weekly hours based on student schedule/availability
Schedule will be set M-F between 9:00 AM – 5:30 PM

ORGANIZATIONAL DESCRIPTION: Immigrant Legal Center (ILC) is a non-profit organization welcoming immigrants into our communities by providing free, high-quality legal services, education, and advocacy. ILC is part of the National JFON network (NJFON).

RESPONSIBILITIES OF THE POSITION: An Intern at Immigrant Legal Center will be responsible for assisting the attorney or legal team to which he/she is assigned to.

Interns will have the opportunity to observe and assist our immigration attorneys, become more familiar with our current immigration legal system, learn about ongoing issues and proposed topics related to the immigration legal system, work directly with clients from time to time, and assist in legal research related to client cases among other things.

OPPORTUNITIES AND IMPORTANT DUTIES OF THE POSITION:

Provides Assistance with:
I. Research and draft writing
II. Administrative/Clerical Support
   a. Coping, sorting, and organizing client files
   b. Forms and letter preparing
   c. Entering case related notes using case management software
III. Interpreting/Translating (where available)
IV. Special Projects
V. Perform other duties as required.

QUALIFICATIONS:
- Ability to maintain confidentiality and communicate to clients with tact
- Ability to work well both independently and in a team-based environment
- Ability to multi-task and be detail oriented
- Excellent communication skills, both written and verbal
- Language skills in addition to English preferred
- Culturally competent/ inclined to continuously develop cultural competence
- Superb organizational skills
- Skills in usage of Microsoft Office software package
- Basic knowledge, or familiarity of immigrant rights and/or immigration law

To Apply: Please send your cover letter and resume to get-involved@immigrantlc.org