



## Immigration Legal Services

# Internship: Legal Associate

*Catholic Charities calls the community to action to join us in addressing the root causes of poverty, hunger, and homelessness by serving, educating, and empowering all those in need*

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**Position:** Legal Associate Internship (*unpaid*)

**Location:** 1421 Mockingbird Ln, Dallas, TX 75247

**Time commitment:** Full Time 35-40 hours

**Duration:** Minimum 6 weeks

**Preferred Candidates:** 1L, 2L, 3L

**Age Requirement:** 21 years and above

**Language:** English, Spanish, Bilingual Preferred

**Supervisor:** Victoria Rivera  
vriviera@ccdallas.org

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### Mission: Immigration & Legal Services

In our Immigration Legal Services department, attorneys, others in the legal field, and trained volunteers help our clients navigate the complicated and lengthy road to US citizenship. Our primary goal is to treat the refugees, asylees, and immigrants among us with the respect and dignity they deserve. We believe that no human being is illegal, and that every person deserves equal representation and access to legal services, regardless of status.

### Internship Description

Our hope is to create an environment that fosters cooperation with the system while equipping would-be citizens with the right information to access the American dream as legal citizens. The Legal Associate is responsible for counseling clients regarding their immigration matters, managing their client's cases, and assisting Staff Attorneys in preparing briefs and cases for court hearings. This position is full time (40 hours) for a minimum of 6 weeks. Structured orientation and supervision is provided.

### Intended Outcome

The outcomes of this role are supporting the attorneys in giving quality, timely services to clients and to ensure administrative work is up to date. As an intern, you will be presented with the invaluable experience of building both professional and interpersonal skills, as well as contributing to the important mission of Immigration Services.

## **Responsibilities Include**

- Conducts assessments of cases to determine eligibility for relief under the immigration law.
- Provides clients information regarding documentation and other requirements appropriate for each case.
- Prepares applications for relief for applicants who qualify. Provides all appropriate consultations.
- Conducts research on specific legal issues. Assists with legal briefs or court preparations, when necessary.
- Country condition packets
- Requesting expert reports
- Motion drafting
- Client communication and intake
- Manage case load for 3-5 removal cases under attorney supervision

## **Values of a Successful Intern**

- Service – Giving of ourselves and welcoming all.
- Compassion – Treating all with empathy, care and consideration.
- Integrity – Doing what is just, honest and merciful.
- Respect – Acknowledging the dignity and worth of every person.
- Commitment – Giving attention, energy and passion to all we do.

## **How to apply**

1. Email your resume to [volunteer@ccdallas.org](mailto:volunteer@ccdallas.org)
2. An interview will be set up with the program manager
3. After successful completion of the interview and both parties choose to move forward, you will receive instruction on how to complete these following steps:
  - a. Submit a screening form on the Diocese of Dallas safe environment website
  - b. Submit three references that will be contacted as character references
  - c. Authorize a background check by submitting the Fair Credit Reporting Act form
  - d. Complete a video training and quiz on Sexual Abuse Awareness and Prevention
  - e. Create a [Galaxy Digital profile](#)
  - f. Complete a Safe Environment interview with a CCD representative
4. You will then be formally placed in the internship and can begin on a previously approved start date.