



## Immigration Legal Services

# Internship: Administration Assistant

*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:** Administration Assistant Internship (*unpaid*)

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

**Time commitment:** As discussed and agreed upon by on-site supervisor.

**Duration:** 1 semester

**Age Requirement:** 21 years and above

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

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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. Those who are seeking legal status in the US find help within our department, from filling out forms to knowing one's rights during the process. Interns will assist in sorting, opening, and sending mail. This allows the opportunity for case managers to inform our clients about the status of their cases and their next steps so they can show up to appointments with USCIS prepared and on time. This is the main step for them to receive their immigration benefits. Interns will assist us in uploading files, which allows the opportunity to close cases and prepare space to assist more people with their cases. This is important work, since it includes the complete immigration case of a client, which allowed them to come to the US and obtain some legal benefit

### Intended Outcome

The outcomes of this role are supporting the case managers 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

- Sorting, opening mail
- Uploading documents into internal case management system
- Handling sensitive paperwork and confidential client information
- Assisting the ILS program with additional tasks and projects needed

## 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](https://ccdallas.galaxydigital.com/user/register/)<https://ccdallas.galaxydigital.com/user/register/>
  - 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.