

AOP/Refugee Legal Services Intern

Mission & Organization Overview

Based on the value of “welcoming the stranger, HIAS Pennsylvania provides legal, resettlement and supportive services to immigrants, refugees and asylum seekers from all backgrounds in order to assure their fair treatment and full integration into American society. HIAS Pennsylvania advocates for just and inclusive public policies and practices.

Internship Description

Title: Legal Assistant

Program: Asylee Outreach Program (AOP) and Citizenship and Family Unification Program

Supervisor: Shaloo Jose (Director of AOP) and Lori Alexander (Director of Citizenship and Family Unification Program)

Hours: Number of Hours Per Week; 3 days a week

Pay: Unpaid but we can coordinate with for-credit professional/university program requirements

General Description: Assist in preparation of adjustment of status applications for asylees and refugees and in refugee/asylee petitions for spouses and minor children.

Summary of Responsibilities

Responsibilities and tasks will be tailored to the individual’s strengths and interests, but might include:

- Screen refugees and asylees for eligibility for application for permanent residence.
- Screen refugees and asylees for eligibility for filing of refugee/asylee petitions.
- Gather documents and have necessary translations completed for adjustment of status applications and refugee/asylee petitions.
- Complete applications for adjustment of status.
- Complete refugee/asylee petitions.

Qualifications & Requirements

- Legal background (law student or paralegal)
- A commitment to social justice and an interest in working with diverse communities;
- Ability to work independently and as a member of a team;
- Excellent verbal and written communications skill in English required;
- Excellent organizational skills and time management skills required;
- Strong computer skills, including Microsoft Office and Google applications;
- Communication skills to build relationships with a wide range of agencies and individuals;
- Ability to exercise sound judgment in decision making practices;
- Willingness to travel on public transportation throughout the City to off-site meetings.

HIAS Pennsylvania is an equal opportunity employer and does not discriminate against any on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

Qualified candidates should email a resume and cover letter to Shaloo Jose at sjose@hiaspa.org with the subject line ‘AOP/Cit. Legal Intern.’