



Job Title: Immigration Legal Services Intern
Type: Temporary – Volunteer Internship (Unpaid)
Department: Immigration Department
Applications: To apply, please fill out [this application](#) selecting the job title above under “internship you are applying for.”

Position Summary:

We are currently seeking interns for the Summer 2025 semester to help with client cases, translations, and other related legal assistance. This is an ideal position for individuals with an interest in immigration, legal issues, and/or the Latinx community. Interns can be current students or recent graduates from a U.S. Institution. Some proficiency in Spanish required. Your schedule is flexible within those hours. Our areas of focus include Victims of Violence, Removal Defense, and General Immigration Services. Interns will be assigned a team to work closely with in order to assist in providing direct services to clients.

Internship Duties and Responsibilities:

- Assisting in preparing immigration applications,
- Assisting with follow-up communication with clients,
- Translating client documentation,
- Performing general office duties, including faxing, copying and filing,
- Other related duties as needed.

Qualifications

- Fluency in both Spanish and English – able to effectively communicate with clients in Spanish.
- Excellent written, oral presentation and interpersonal skills
- Strong organizational skills and attention to details
- Ability to work with people of diverse backgrounds
- High level of proficiency in Microsoft Word, Excel, and Power Point, and in digital platforms for collecting data.
- **Willing to work in person**
- **Required: 15 – 20 hour weekly commitment (about 3-4 five-hour shifts) from:**
 - **Summer Semester** - mid/end of May until end of July/early August 2025
 - **Fall Semester** – end of August/early September through early/mid December 2025
 - **Spring Semester** – mid-January through late April/early May 2026
 - *Should you wish to continue with us the following semester for another internship, we will prioritize internship renewals over new applicants.*

An opportunity with this department presents an opportunity to gain a full understanding of the needs affecting metro-Atlanta's Latino population and the following:

- Gain exposure and experience in the field of immigration law.
- Gain skills related to the Spanish language and exposure to a bicultural/bilingual learning experience in the field of immigration services.
- Develop a positive attitude, cultural diversity skills, social intervention skills, and a strong desire to help the community.
- Serve as an integral part of community events and outreach activities for the Latinx/Hispanic communities.
- Learn how to relate effectively with people of diverse cultural and economic backgrounds.