

2022 Immigrants' Rights Center Summer Law Clerk

CAIR-LA's Immigrants' Rights Center (IRC) mission: IRC seeks to empower non-citizens by helping them achieve independence, security, and the opportunity to fully participate in American society. IRC is dedicated to providing high-quality services to individuals otherwise unable to obtain legal assistance.

Background: The immigrants' rights law clerkship program has been developed to provide law school students and recent law graduates with the skills and knowledge required to assist immigrants and asylum seekers with their immigration applications. Clerks will be exposed to a wide range of immigration applications that include family base petitions, humanitarian-based applications, and naturalization. Immigrants' rights clerks will obtain hands-on experience advocating on behalf of immigrants and asylees as they navigate through changes in immigration laws and policies.

Schedule and timeline:

Reports to: Immigrants' Rights Attorney

Schedule Type: Hybrid, 32 – 40 hours/week internship

Location: Hybrid schedule with office located in Anaheim, CA. Requires some travel throughout the Greater Los Angeles area.

Clerkship Term: June 2, 2022 – August 12, 2022

Applications accepted on a rolling basis.

Roles and responsibilities:

- Conduct Intake
- Follow-up on intakes and investigate legal claims through effective communication with an incredibly diverse community that includes Latino community, Asian American Pacific Islanders (AAPI), Black, African, Arab, Middle Eastern, Muslim, and South Asian (BAMEMSA), and other impacted Muslim communities.
- Correspond with clients to gather information, documentation, evidence, and signatures
- Prepare various forms of immigration applications including, but not limited to, adjustment of status, family-based petitions, asylum applications, temporary protective status, DACA, VAWA, and naturalization.
- Legal Research
- Legal writing including, but not limited to, drafting client communications, legal memoranda, briefs, letters, declarations for clients, community advisories, and other reports as needed.
- Develop and participate in outreach activities through community events and educational workshops.

Course Credit and Compensation

Clerks may receive course credit, depending on the law school program and successful completion of the clerkship. Clerks must provide for their own travel, living (housing and food), and transportation arrangements.

All positions are unpaid, and clerks are expected to work a minimum of 30 hours, 4 days a week, and up to 40 hours per week.

It would be a great if you meet some or all of the following factors:

- Be enrolled in law school.
- Must possess a passion for social justice and helping unrepresented communities, as well as sensitivity to working with people from diverse backgrounds.
- The ability to work in a fast-paced environment.
- Basic legal research and writing skills.
- Special consideration will be given to students who have a demonstrated commitment to serving low-income or disadvantaged communities.
- Conversational proficiency in Arabic, Farsi, Pashto, Urdu, Burmese or Spanish preferred.
- CAIR-LA welcomes and gives preference to students who can commit to more hours than the required minimum.

To Apply:

Please submit a copy of your resume and a cover letter via email to Alia Aboul-Nasr at aaboul-nasr@cair.com with the subject line: IRC Law Clerkship Summer 2022.

More Questions?

Contact Alia Aboul-Nasr, Assistant Programs Manager at (714) 776-1177 or aaboul-nasr@cair.com

CAIR-CA is an equal opportunity employer.