



# CATHOLIC MIGRATION SERVICES

## FALL 2013 UNDERGRADUATE INTERNSHIPS

Catholic Migration Services (CMS) is a not-for-profit organization providing immigration, housing, and employment legal services to low-income immigrants in Brooklyn and Queens, regardless of religion, nationality or immigration status. CMS has provided high quality immigration legal services for over 40 years, while its housing and employment practice areas are more recent responses to the changing needs of the community. CMS engages in direct legal representation, community organizing and public education to help counteract immigrants' special vulnerability to exploitation. For more information on CMS, please visit our website at [www.catholicmigration.org](http://www.catholicmigration.org).

CMS is currently seeking undergraduate interns to work as legal assistants in our Immigration Legal Services Program in fall 2013. All internships are unpaid, and students are encouraged to seek summer funding and/or to make arrangements with their schools for stipends or course credit.

### HOW TO APPLY

Applications will be accepted on a rolling basis. Applicants should send a cover letter and resume to [resumes@catholicmigration.org](mailto:resumes@catholicmigration.org) with the following subject line: "Fall 2013 Internship Application – Immigration Legal Services Undergraduate Internship"

### IMMIGRATION LEGAL SERVICES PROGRAM

The Immigration Legal Services Program represents immigrants before U.S. Citizenship and Immigration Services and the Executive Office for Immigration Review. We assist clients with filing various affirmative applications such as family-based petitions; naturalization applications; VAWA; DACA; U Visas; and asylum applications. We also represent clients who are facing deportation in immigration court.

### INTERNSHIP OVERVIEW

Interns with the Immigration Legal Services Program will have the opportunity to gain hands-on experience in the processing of affirmative immigration applications. The fall 2013 internship position is part-time (15 hours/week) and requires a minimum 12-week commitment. Interns will work closely with our immigration attorneys and B.I.A. accredited counselors to provide administrative assistance to the Immigration Legal Services Program's affirmative filings unit. Additionally, interns will help conduct the bi-monthly immigration legal clinics.

### DESIRED EXPERIENCE AND QUALIFICATIONS

The internships are open to undergraduates in all years who possess the following:

- Excellent research, writing, and communication skills
- Proficiency in Spanish or Haitian Creole (strongly preferred)
- A demonstrated interest in and commitment to public interest work and immigrants' rights.