



Immigration Case Management Internship

Organization Profile: The Equal Justice Center (EJC) is a non-profit law firm and social justice organization which empowers the immigrant community by providing free legal services throughout the state of Texas. We advocate for systemic reforms that strengthen immigration rights and work towards securing permanent immigration solutions for Dreamers. Through assistance of the Deferred Action for Childhood Arrivals (DACA) program we are able to serve a large and vastly unrepresented community.

We have ongoing internships for: Fall semester (15 weeks), spring semester (15 weeks), and summer semester (12 weeks).

Internship:

- **Qualifications:** Spanish fluency preferred.
- **Time Commitment:** 10 hours per week.
- **Job Description:**
 - Conduct detailed telephone interviews with numerous potential clients who contact the EJC seeking immigration legal assistance,
 - Open new matters and update existing cases in the EJC's case management system,
 - Collect, upload and review client documents,
 - Prepare case files and assist with client applications
 - Sort and record mail and government correspondence,
 - Assist in virtual community outreach efforts and virtual legal clinic preparation,
 - Research and assist with writing organizational public comments to proposed rule changes,
 - Other tasks and duties assigned.
- **Funding:** At this time, our office does not have the funds available for compensation. Your university may be able to offer funding for the semester or monetary assistance in the form of a scholarship.
- **Learning Opportunities:** Interns are not required, but are invited to attend the virtual intensive course, alongside UT Law clinic students and other law student interns, to learn the basics of the substantive law and practice methods employed by EJC. The internship will also provide on-the-job training in handling confidential client information, community outreach, social media management and various immigration processes.
- **Covid-19:** We are committed to protecting the health & safety of staff, volunteers, interns and clients. We will continue to monitor the ongoing pandemic and will change office procedures as needed. We are currently working in a virtual capacity and will update our interns if this changes throughout the semester. If your university requires you to work in-person, please indicate that in your email along with your application documents.
- **Academic Credit:** Academic credit toward your major is likely available; please inquire with your college/university.
- **Cycle Deadlines:** Applications are accepted on a rolling admission basis, but we recommend you consider the following deadlines. Fall: July 15th | Spring: December 1st | Summer: April 15th
- **Apply:** Fill out the application on our website (www.equaljusticecenter.org) and submit a one page cover letter, letter of recommendation and your resume by email to: internships@equaljusticecenter.org. Your subject line should read: "Immigration Case Management Internship"