



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 in-person and telephone interviews with numerous individuals who contact the EJC seeking immigration legal assistance,
 - Open new matters in the EJC's case management system,
 - Upload documents or general updates in case management system,
 - Prepare and package case files and applications,
 - Handle mail and government correspondence,
 - Assist in community outreach efforts and community legal clinic preparation,
 - Other administrative tasks and duties assigned
- **Learning Opportunities:** Interns are not required, but are invited to attend an intensive crash 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 and immigration processes.
- **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: August 15 | Spring: December 15 | Summer: April 30
- **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: phernandez@equaljusticecenter.org