



**PATHWAYS TO  
CITIZENSHIP**

# LEGAL INTERN

**JOIN OUR TEAM TODAY!**

WORK ALONGSIDE PATHWAYS' LEGAL STAFF  
TO LEARN ABOUT IMMIGRATION LAW



## Time Commitments

All interns must work 6-8 hours per week.


The legal office is only open Monday through Thursday from 10am- 7pm

## Requirements

- ✓ 18+ years old
- ✓ At least a second year college student.

## Internship Options

**Summer Internship:** 3 months long, at least two times a week with a minimum of 3 hours per shift.



**Fall & Spring Internships:** 5 months long, at least two times a week with minimum 3 hours per shift.

## SUBMIT YOUR APPLICATION HERE:

<https://www.pathwayssd.org/copy-of-volunteer>



## Legal Intern Position Details

Time Commitment: Minimum of 6-8 hours per week. The legal office is only open Monday through Thursday from 10am to 7pm.

Position Requirements: 18+ and at least a second year college student.

Dress Code: Business Casual

Legal Internship Options:

Summer Internship: 3-month commitment. A summer legal intern will commit to at least 2 weekly shifts. Each shift will be a minimum of 3 hours.

Fall & Spring Internships: 5-month commitment. A Fall/Spring legal intern will commit to at least 2 weekly shifts. Each shift will be a minimum of 3 hours.

Intern shifts must correspond with our Volunteer Coordinator's schedule because they will be overseeing your internship with us. Their current schedule is: Monday 9am to 5pm, Tuesday 11am to 7pm, Thursday 9am to 5pm. Fall/Spring Interns may be able to have shifts outside of the volunteer coordinator's schedule after adequate training.

### Steps for Internship position:

1. Submit a Volunteer application and sign a copy of our NDA and Code of Conduct.
2. Receive a Legal Document Worksheet to complete and submit to Volunteer Coordinator.
3. Interview with Volunteer Coordinator.
4. If you are selected for the position, you will meet with the Volunteer Coordinator for an introduction to the office, build a shift schedule and receive your training manual.
5. Take the manual test proving you have read the manual.
6. Begin Training with Volunteer Coordinator. All new interns must complete 10 to 15 hours of training before they are given solo projects. Training hours depend on the intern's relevant experience and/or how fast they pick up office procedures.

For a better understanding of what to expect when in the office here is a list of general intern responsibilities.

- Making copies of documents and various identification cards.
- Scanning documents and photocopies to our online database.
- Checking the case status of a client's immigration application online.
- Creating closure letters and mailing them out to client's who have received their immigration benefit.
- Taking applications to the post office.
- Making office supply runs to Staples.
- Researching immigration policies.
- Drafting cover letters for applications.
- Building case files for legal staff to use during intake appointments.
- Breaking down case files to be shredded.
- Drafting immigration applications for clients.
- Shadowing legal staff in meetings with clients.