



Immigration Law Intern

Organizational Overview

Syrian Community Network is grounded in the commitment to providing quality services to Refugees and Immigrants across Chicago. Those services span from immigration, to direct case management, to education, advocacy, and beyond. Our mission is to build community and serve families by addressing their evolving needs, and we are looking for a dedicated intern to join our team and support our vision for the safety, autonomy, and agency of all.

Position Description

Syrian Community Network (SCN) is responsible for providing immigration services to hundreds of clients across the North Chicago area, and that number is growing! An internship with SCN's immigration team is an opportunity to gain skills in client-facing work within the context of a non-profit environment. Additionally, you will be a part of laying the groundwork for our recently launched Asylum Clinic; joining us in the early stages and working closely with our small team of three immigration legal staff members and directly with clients. As a smaller non-profit, you will have more autonomy over the tasks you take on and the skills you would like to develop and opportunities to help create and adapt new processes and strategies to meet our goals.

Within this role, you will be exposed to clients from diverse backgrounds with varying levels of need. You will have the opportunity potentially to see a case through from start to finish. . The practice of immigration law can include providing consultation, drafting legal writing, performing research, preparing applications, and compiling submission packets for immigration cases.

As the majority of SCN's clients have limited English proficiency, we are preferably seeking an intern who is comfortable in their comprehension and speaking of another language (especially high demand for Arabic, Dari, Pashto, and Burmese) . Interns must be able to commit to at least 10 hours per week with SCN. Interns will be provided detailed training and ongoing support from SCN's Director of Immigration, Al Peters.

Reports to: Director of Immigration



Location: On-site, Chicago Edgewater office, with remote options available some days

Institutional Expectation

- Institutional/university backing for internship program, or equivalent commitment

Roles & Responsibilities

Responsibilities include (the following all to be completed under close supervision by a Department of Justice accredited representative or attorney from the SCN immigration department), but are not limited to:

- Preparation of legal writing and research (including country conditions research), completion of application forms, gathering evidence for immigration cases, drafting legal briefs and cover letters, and compiling packets for submission.
- Interviewing clients to draft affidavits and obtain further background information necessary for provision of legal service.
- Using a trauma-informed approach in order to earn clients' trust as you collect personal information

Our commitment to interns:

- Training for required tasks, including some trauma-informed training
- Developing a syllabus and education plan based on the needs of the applicant, and provisioning additional educational opportunities
- Weekly supervision time with program officers
- Education on the immigration application process
- Continuous support from staff
- Will gain the ability to clearly communicate to clients what information is needed, in detail
- Celebration and appreciation for the interns, providing constructive feedback along the way

Schedule:

- Full educational term/trimester/semester, depending on the requirements set forth by the student's institution
- 10-15 hours minimum per week, within business hours. Although length of time spent preparing applications and completing legal writing and research may vary, in order that discrete tasks may be completed in a single session, this will ideally be scheduled as full business days, or in blocks of at least 4 hours
- Schedule is flexible depending on the applicant.

Key Skills and Competencies:

- Competitive applicants will have confident levels of comprehension and speaking in Arabic, Dari or Pashto especially over the phone - preferred, but not required
- Organized
- Background in working with immigrant and refugee communities (preferred)

Details and How to Apply

Please submit your resume and cover letter explaining your qualifications for the position to our Director of Immigration, Al Peters <al@syriancommunitynetwork.org>, CC-ing our Immigration Attorney, Tyler Koteskey <tyler@syriancommunitynetwork.org> with the subject "Immigration Law Intern." No phone calls or other inquiries please. Only applicants selected for an interview will be contacted.