



Higher Education Legal Services Student Intern/Volunteer Position Description

Jewish Family Service (JFS) is a premiere social service agency with over 50 programs and services open to the entire community. Volunteers help us serve over 30,000 individuals each year!

Title/Position: Immigration Student Intern/Volunteer

Department: The Immigration Services Department at Jewish Family Service (JFS-ISD) provides quality, low-cost immigration services to refugees, asylees, lawful permanent residents (green card holders) and undocumented immigrants within the community. The Higher Education Legal Services (HELS) program, through JFS-ISD, is a unique opportunity for students, staff, and faculty at local colleges to access personalized immigration legal services from highly qualified legal practitioners. JFS-ISD immigration attorneys and Department of Justice Accredited Representatives are available at local schools to provide culturally-competent, trauma-informed, and reliable expertise to the campus community.

Goals of Position: Internships and volunteer opportunities are a unique way for students to better understand the legal profession and develop the skills necessary for success through hands-on experience. The Immigration Student Intern/Volunteer supports JFS-ISD's work in educating the campus community about immigration legal services through Education and Outreach services. Secondly, the Intern/Volunteer will provide general administrative support to staff as it pertains to initial consultations, case work, and filing with U.S. Citizenship and Immigration Services (USCIS).

Benefits:

- Strengthen knowledge and understanding of the immigrant community in San Diego & learn about the U.S. immigration system
- Gain first-hand experience working in an immigration office setting while also experiencing a unique and diverse environment
- Work with and receive ongoing training from a group of knowledgeable, professional, and passionate staff dedicated to assisting immigrants
- The opportunity to advocate for immigrant rights and create meaningful change
- Efforts will be made to match the interests and skills of the individual to projects they find interesting and helpful to their studies or professional development

Tasks/Responsibilities:

- Participate in Education and Outreach on campus

- Assist prospective clients with checking in and completing initial biographical forms
- Schedule clients for further consultations and appointments with Accredited Representatives and attorneys
- Prepare and assemble case files to be filed with USCIS
- Provide general administrative support for the HELS program as needed

Qualifications:

- Possess excellent written and verbal communication skills, show strong attention to detail, and exhibit a professional demeanor in the office and in the community
- Self-motivated and organized, comfortable with developing and building relationships, and public speaking
- Able to work respectfully with people of all cultural and socio-economic backgrounds
- Have an interest in working with college students, faculty, and staff on a professional level
- Have prior experience and/or desire to work with and empower marginalized communities including immigrants, LGBTQI, the indigent, etc.
- Have strong interest in issues relating to immigration law, immigrant rights, advocacy and non-profits a plus
- Multiple language skills are a plus (e.g. Spanish, Arabic, Indigenous language fluency; ability to speak, read, and write in the necessary language)

Requirements:

1. Must be at least 18 years of age
2. Complete an internship/volunteer application at www.jfssd.org/volapp
3. Attend a JFS volunteer interview with Immigration Services Volunteer Coordinator
4. Attend a JFS orientation with the Immigration Services Volunteer Coordinator and/or Immigration staff
5. Must honor confidentiality of client records and sign confidentiality agreement
6. Must follow all JFS-ISD procedures and policies

Time Commitment: Ideal candidates are able to commit to a minimum of 10 hours per week for 3 months or more.

Worksite/Department: Virtual support off-site. Possibility of working with the CSU and CCC systems within the San Diego and Imperial Valley regions.

Immediate Supervisor: Lead Attorney, Higher Education Legal Services

If interested, please email Higher Education Legal Services, helsimmigration@jfssd.org with a cover letter and resume. Please include the subject head as HELS_Student Intern_Last name, First.