Fall/Spring 2021/2022 Externship Opportunity

The TransLatin@ Coalition (TLC) is seeking (1-2) law student externs or volunteers to assist with the following:

### Client interaction
- Complete intake interviews for new cases
- Contact clients for follow-up (interviews and telephone calls)
- Gather evidence
- Develop case summaries for placement with pro bono counsel

### Legal research and writing
- Prepare opening case memoranda
- Provide research and case support for pro bono attorneys
- Write briefs and motions
- Prepare client declarations

### Pro bono support
- Prepare filings (i.e., name/gender change petitions, asylum I-589 form for lodging, I-765 for work permit)
- Translate documents
- Interpret for clients, where needed

### Project support
- Develop educational materials for clients
- Source and/or develop outside collaborations with similar legal services projects
- Support the needs of our other projects, Anti-violence and Re-entry, with TRO filings, Name and Gender marker change petitions, expungements and other legal matters.

### Legal Services Project—externship and application information

#### Qualifications
- Law student, preferably with immigration law coursework or a willingness to learn
- Demonstrated commitment to serving low-income or disadvantaged individuals, families and communities, with particular sensitivity to transgender and gender non-binary individuals
- Sensitivity/ability to work with victims of violence and other sensitive populations
- Excellent research and writing skills
- Ability to work efficiently and independently with moderate level of supervision
- **Fluency in Spanish preferred, but not required**

#### Time commitment
6-20 hours per week (part-time)

#### Compensation/Work Location
- This is an unpaid externship. Students may be able to seek academic credit through their school externship program.
- Students/volunteers may work on site or remotely. TBD based on COVID safety requirements.

#### How to apply
- Please send your resume (one page), cover letter and writing sample (no more than 10 pages) to Andresr@translatinacoalition.org. Your application should include:
  - Relevant legal experience
  - Why you are interested in volunteering with the TLC legal services project
  - Experience with the transgender/gender non-binary community, if any
- Applications will be accepted by email only.

#### Deadline
- Applications will be reviewed on an ongoing basis.
Background:

The TransLatin@ Coalition (TLC) was formed by transgender (trans) Latin@ leaders who organized in 2009 to advocate on behalf of trans Latin@ immigrants residing in the United States. Our mission is to make the voices of trans and gender non-binary (GNB) people heard. We work with policymakers and supporting organizations to address the unique and specific challenges and needs of trans and GNB people living in the United States, and to create the necessary structural changes to improve our quality of life.

In 2017, we established the Violence Prevention and Transgender Wellness Center (the Center) in Los Angeles to provide direct community services. The Center provides access to hot meals, HIV testing, counseling, leadership training, workforce development and job placement services, and other much needed services. Our well-established Anti-Violence Project assists clients facing violence and our Reentry Services Project assists clients who have been released from jail, prison or immigration detention.

The Legal Services Project sources and supports pro bono representation for non-detained trans and GNB people seeking deportation/asylum relief through the Los Angeles immigration courts. The Legal Services Project is run in coordination with the Reentry Services Project, as well as our Rapid Response Project, which is based in Colorado and provides immediate services to trans and GNB people who have been released from the trans pods.

Thank you for your interest in this externship opportunity. The trans and gender nonconforming community appreciates your support!

Sincerely,

Andy N. Ruiz
Pronouns: They/Them
PLL Staff Attorney
TransLatin@ Coalition