April 28, 2022

INTERNSHIP ANNOUNCEMENT
Undergraduate Student Internship for the Legal Orientation Program
Updated April 28th, 2022

Organizational Overview
The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit organization dedicated to providing free immigration legal services and social services to adults in immigration detention and to children and their families across Colorado. RMIAN’s Detention Program provides legal and social service support to individuals held at the privately-owned civil immigration detention facility located in Aurora, Colorado. The Detention Program provides daily Know-Your-Rights presentations and case intakes through the Legal Orientation Program and also directly represents detained clients – often in collaboration with RMIAN’s social workers. RMIAN’s Detention Program also refers a large number of cases to volunteer attorneys through a robust pro bono referral program.

RMIAN hosts an undergraduate student intern for the fall, spring, and summer terms to assist the Legal Orientation Program (LOP)

The LOP is a government-funded Know-Your-Rights program that seeks to educate and inform individuals detained at the Aurora immigration detention facility, providing information about rights in removal proceedings, court procedures, release options, and relief from removal. In addition to providing general information in a group setting, members of the LOP team also conduct individual intakes to screen cases for referral to volunteer pro bono counsel, as well as RMIAN direct representation staff attorneys. Additionally, the LOP team is responsible for providing comprehensive pro se support, including individual sessions and group workshops, to people facing deportation proceedings without the assistance of counsel.

Internship Overview
This is a part-time, unpaid internship to last for the duration of one term (timeframes listed below). The intern must be based near Denver, Colorado, and be willing to come to RMIAN’s office in Westminster, Colorado, at least one day per week, in accordance with local COVID-19 guidelines. Otherwise, this will

1 RMIAN is requiring all staff and volunteers who will be physically present in the office to be fully vaccinated. The vaccination status of clients and other visitors is not requested. Face masks are currently optional. More information on our current protocols is available upon request and may be discussed during an interview. Protocols are subject to change in response to evolving public safety guidelines as published by the CDC.
be a remote position and the selected candidate will be expected to work from their personal laptop or computer.

Proposed terms for the intern position:

**Fall:** 12-20 hours per week, from the end of August to the end of November  
**Spring:** 12-20 hours per week, from the mid-January to the end of April  
**Summer:** 20-30 hours per week, from mid-May to mid-August

RMIAN is willing to alter start and end dates as well as the exact number of hours, but exercises strong preference for the stated parameters. Applicants are encouraged to apply as early as possible. Interviews will be conducted on a rolling basis until the position is filled.

While this position is unpaid, RMIAN is happy to coordinate with your academic institution if course credit can be offered for participation in this internship or to certify work for any outside funding source.

**The Ideal Candidate:**
- Is an undergraduate or community college student  
- Is based near Denver, Colorado, and is willing to come to RMIAN’s office in Westminster at least once a week (while adhering to mask-wearing and social-distancing protocols)  
- Is proficient in English and Spanish (other language proficiency will also be considered)  
- Is committed to diversity, equity, and inclusion and is able to effectively and compassionately work with people from diverse backgrounds  
- Is interested in learning more about the US immigration system and/or non-profit organizations  
- Is excited to innovate and streamline administrative processes and contribute to efficient workflow in a fast-paced environment

**Primary Intern Responsibilities:**
- Manage RMIAN’s Detention Hotline and work with LOP staff members to respond to calls  
- Assist LOP staff members with tracking services provided to LOP participants and data entry  
- Create case files for individuals who have participated in the LOP and who will be matched with a pro bono attorney  
- Prepare and create educational materials to be mailed to individuals detained by ICE in Colorado about the Immigration Court and available avenues for relief from deportation  
- Conduct factual research, including country conditions research to bolster asylum claims in Immigration Court  
- Assist staff attorneys and legal assistants with evidence gathering on behalf of LOP participants, including medical records

**Other Experiences/Training Opportunities Included:**
- Gain a nuanced understanding of the US immigration system, especially the detained setting  
- Observe Immigration Court hearings and debrief with attorneys about their work

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2 Fluency in Spanish or another language is not required for this position.
Observe Know-Your-Rights presentations and orientation services provided remotely to people detained at GEO/ICE Facility in Aurora

Attend virtual lunches with attorneys, social workers, paralegals, or other staff members depending on your interests to gain insight into different career paths

Option to draft a writing a sample for use in future job applications

To apply for this internship, please complete the following:

1. Send your resumé to Carly Howenstein (she/her) at chowenstein@rmian.org
2. In the subject line, write “LOP Internship Application - (Fall/Spring/Summer) Term” choosing the timeframe applicable to your application
3. In the body of the email, please include short answers (a few sentences) to the following questions:
   a. How would this internship relate to your academic interests/professional goals?
   b. How do you incorporate the principles of diversity, equity, and inclusion into your day-to-day life?

Applicants are encouraged to apply as early as possible prior to the term that they would like to intern. As explained above, interviews will be conducted on a rolling basis until the position is filled.

RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace. We encourage applications from people of color, immigrants, women, members of the LGBTQ community, and other underrepresented and marginalized groups. RMIAN does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status or veteran status. We are committed to providing an inclusive and welcoming environment free from discrimination.

If you have any questions, please email Carly (email noted above). Thank you for your interest in interning with RMIAN!

Visit us at www.rmian.org