Department: Immigration Legal Services

Title: Spring 2020 Law Clerk

Description: The International Institute of Akron (IIA) is an immigration services and refugee resettlement nonprofit organization located in Akron, Ohio and serving all of Northeast Ohio. IIA seeks a fall spring semester law clerk to join its legal team. The law clerk will work as a team member in providing immigration legal services to clients in the Immigration Legal Department and work directly with the Immigration Justice Campaign to provide representation to detained individuals at the Northeast Ohio Correctional Center. The clerk will provide general support to staff attorneys in their representation of legal clients before U.S. Citizenship and Immigration Services, U.S. Customs and Border Patrol, U.S. Department of State and the Executive Office of Immigration Review. We are seeking passionate and driven individuals who can commit to at least 12 hours a week from approximately January – May 2020.

Responsibilities:

• Represent detained clients before the Executive Office of Immigration Review
• Assist attorneys with initial client intake
• Prepare immigration applications for clients
• Interact directly with clients to obtain the correct information and documentation for their applications
• Perform legal research and analysis
• Draft legal memos
• Assist clients and walk-ins at Front Desk Reception Area
• Complete other duties as assigned.

Applicant Qualification Requirements:

• Must be enrolled in an accredited law school or paralegal program
• Must be able to work effectively in a fast paced environment
• Must possess effective verbal, written, de-escalation, and interpersonal skills
• Must be able to work as part of a team
• Must demonstrate commitment to immigrant rights and willingness to support IIA’s mission, vision, and values
• Must demonstrate commitment to working in a diverse working environment
• Must be fluent in English
• Must possess strong organizational skills and ability to work independently
• Must possess proficiency in the use of web-based software, MS Word and basic data entry

Applicants must be able to pass a BCI Background Check and a working interview. While all internships are unpaid, the program is competitive, and you are encouraged to approach it in the same way you would a job. Please submit a resume, cover letter, and writing sample to Kevin Walter at volunteer@iiakron.org.