Department: Immigration Legal Services

Title: 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 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. 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 either a part time or a full time position from approximately January – May 2024. This is a paid position unless the hours are counted towards externship credit.

Responsibilities:

- 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 memorandums;
- Assist clients and walk-ins at Front Desk Reception Area; and
- 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; and
- 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. Please submit a resume, cover letter, and writing sample to Kevin Walter at volunteer@iiakron.org.