**Spring 2019: Law Clerk/Legal Internship**

**Department:** Immigration

**Position:** Law Clerk/Legal Intern

**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 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 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.

**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 memos
* Assist clients and walk-ins at Front Desk Reception Area
* Complete other duties as assigned

**Applicant Qualification Requirements:**

* Enrolled in an accredited law school or paralegal program
* Able to work effectively in a fast paced environment
* Must possess effective verbal, written, de-escalation, and interpersonal skills
* Able to work as part of a team
* Demonstrated commitment to immigrant rights and willingness to support IIA’s mission, vision and values
* Commitment to working in a diverse working environment
* Fluent in English
* Strong organizational skills and ability to work independently
* Proficiency in use of web-based software, MS Word and basic data entry

**To Apply:**

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. To submit your resume for consideration or for additional information about the Institute’s internship program, please e-mail Marisa Sorboro at volunteer@iiakron.org.