



**LOS  
ANGELES  
LGBT  
CENTER**

# Internship for Law Students

**PROGRAM:** LEGAL SERVICES DEPARTMENT, IMMIGRATION LAW PROJECT  
**REPORTS TO:** TESS FELDMAN, STAFF ATTORNEY & PROJECT MANAGER  
**LOCATION:** LEGAL SERVICES DEPARTMENT  
1111 N. LAS PALMAS AVE.  
LOS ANGELES, CALIFORNIA 90028

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## **PROGRAM SUMMARY:**

The Immigration Law Project provides direct legal representation and holistic support to LGBT persons who have survived persecution and torture in their home countries. The Project represents clients before the Los Angeles immigration court (Executive Office of Immigration Review) and U.S. Citizenship and Immigration Services.

## **JOB SUMMARY:**

Working directly under the supervision of attorneys, the law clerk will assist attorneys with all aspects of asylum cases for both affirmative interview proceedings and in-court defensive proceedings. The intern will assist in drafting immigration relief applications, drafting declarations, preparing and reviewing court motions and briefs, translating documents, managing data, and in preparing evidentiary filings. Interns will have the opportunity to observe court hearings and attend meetings with local agencies to learn about the practice of immigration law and social justice work performed by the Legal Services Department of the Los Angeles LGBT Center.

## **ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

- 1) Work directly with clients to complete applications for immigration relief;
- 2) Draft and review declarations/affidavits;
- 3) Research country conditions and case law;
- 4) Draft and review motions and briefs;
- 5) Compile evidence for filings;
- 6) Identify and connect clients to support services;
- 7) Perform client intakes for department;
- 8) Assist with administrative tasks including file organization and data management

## **JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Ability to work effectively with people of diverse races, ethnicities, ages, sexual orientation and genders in a multicultural setting;
- 2) Attention to detail and strong organizational skills required;
- 3) Ability to use Microsoft Office Suite programs;
- 4) Ability to work with vulnerable population or survivors of trauma preferred.

## **LANGUAGE SKILLS:**

Spanish language speaking applicants strongly preferred, but no second language skill is required. Applicants should please note the languages they speak and their level of proficiency in each: reading, writing, speaking, translating.

The Los Angeles LGBT Center is committed to fostering diversity.

(Please note: Clients of the Los Angeles LGBT Center will not be assigned to the department(s) from which they receive services)