



Migration and Refugee Services
Immigration Legal Services
7800 Detroit Avenue, Cleveland, OH 44102
For appointments call: 216-939-3769
<http://ccdocle.org/migration-and-refugee-services>

2019 Summer Associate Program

Catholic Charities Immigration Legal Services (ILS) is currently accepting applications for the 2019 Summer Associate Program. ILS is a part of Catholic Charities Migration and Refugee Services and provides legal services for immigrants in need of assistance with removal proceedings, family based petitions, and humanitarian petitions. ILS charges low fees for services provided, but offers payment plans, sliding fee scale, and tries to turn no client away due to inability to pay.

Summer Associates will interview clients, research immigration issues, draft court pleadings, complete applications for immigration benefits, assemble supporting documentation, attend hearings at the Cleveland Immigration Court, attend "Know Your Rights" presentations at Ohio's immigrant detention centers, assist attorneys and paralegals with outreach activities, and conduct general office management tasks such as answering phones, scheduling appointments, and working with a case management system. Some travel will be required though the eight counties of the Diocese of Cleveland. Summer Associates should have their own reliable transportation, but will be compensated for mileage and travel related expenses for work outside of the ILS office.

Summer Associates will be expected to work for a minimum of 10 weeks, 40 hours a week. Hours may vary as some nights and weekends will be required for outreach activities. Summer Associates may choose their start date, but cannot start any later than May 20, 2019.

Qualifications:

- Fluency in a foreign language highly preferred, but not required.
- Applicants must have completed at least one year of law school prior to beginning the Summer Associate program.
- Experience working or volunteering in the area of immigration law or immigration related coursework highly preferred, but not required.
- Applicants must be capable of relating well with low-income immigrant clients, assuming responsibility for representing clients under the supervision of an attorney or accredited paralegal, and demonstrate a commitment to equal justice and legal services for the poor.

Compensation:

Catholic Charities does not have the resources to pay Summer Associates. Securing outside funding is strongly encouraged. Some suggestions for funding your summer with Catholic Charities include:

- Summer grants/fellowships through your law school.
- Equal Justice Works, Summer Corps Program: Awards \$1,000 educational grants which can be applied to educational debt or future education costs. (These are awarded on a first come, first

served basis so be sure to apply as soon as application is available on line at www.equaljusticeworks.org).

- Equal Justice America: Visit www.equaljusticeamerica.org for award information and application details.
- Some universities offer work study funding for summer positions. Please check with your law school's financial aid office for particulars at your school.
- Externship for credit opportunities through your law school may allow you to access student loans and earn class credit while working with Catholic Charities.
- You can find additional resources on the "Financing a Career or Summer Job" page under "Career Central" at www.psid.org.

Application Instructions:

Applicants should email a cover letter, resume, and list of 3 references to Camille Gill, Managing Attorney, at cgill@ccdocle.org with the subject "Summer Associate Program". Writing samples are not required with the initial application, but may be requested at the interview stage. **The deadline for submitting an application is Friday, February 1, 2019.**

Interviews will be conducted on a rolling basis in February. Phone interviews will be available for students who are not in Northeast Ohio. Please request a phone interview in your cover letter.

Offers will be extended no later than the first week of March and applicants will have 72 hours to accept the offer. If you have a deadline associated with a funding source please state the deadline in your cover letter so it can be taken into account during the interview process.