



**Internship Position:** Immigration Legal Services Case Aide

**Organization Name:** Refugee Services of Texas, Dallas

**Number of openings:** 1-2

**Hours per Week:** 15-30

**Length:** Dependent on length of internship requirements – flexible

**Compensation Type:** Unpaid. Mileage reimbursement available for specific internships

**Agency Description:** Refugee Services of Texas, Inc (RST) is a not-for profit social service agency guided by the principles of human compassion and dignity committed to providing quality services for refugees asylees, and survivors of trafficking. The six RST offices throughout the state provide resettlement services and programs designed for the local communities we serve. Working in partnership with faith-based communities, businesses, and volunteers, we provide our clients with resources, referrals, education, and guidance to ensure their success in leading self-sufficient lives in Texas.

**Summary:** RST seeks a current law student or aspiring paralegal to intern with the Immigration Legal Services Program in Dallas. The case aide will be a dedicated individual who can commit at least 15 hours per week to assist the program. This is a perfect opportunity to gain insight into the legal field of immigration. Interns will gain a range of professional and administrative skills, an understanding of the U.S. Refugee Program and the various domestic and international policies influencing refugee resettlement. The internship is without stipend but does reimburse for mileage.

**Duties:** The immigration program provides services to numerous clients of many status'. The intern will play a supportive role in researching law and policy, participating in client consultations, conducting file reviews, conducting research for RFEs, assisting clients with completing applications and petitions, attending immigration court hearings and enhancing legal handouts for the community as a whole.

**Qualifications:**

Qualifications include an ability to be flexible and manage time appropriately, a willingness to work with diverse populations, professionalism, and a commitment to social justice issues. Prior experience with diverse and/or vulnerable populations preferred, though not required. Car, proof of insurance, valid driver's license, and willingness to potentially drive clients in personal car are required.

**Skills:** Skills include proficiency in Microsoft Excel, computer competency, excellent organizational skills, ability to meet deadlines, and effective verbal and written communication skills. Applicant should be mature, self-starting, and comfortable working within a fast-paced environment and with little supervision.

**Application Instructions:** For consideration, please submit a resume, cover letter and availability to [dallas@rstx.org](mailto:dallas@rstx.org) with subject line Legal Case Aide Internship. ***Please inquire about details if academic credit is desired.***