**Summer Legal Internship Position Description**

Project Citizenship seeks an outgoing and enthusiastic legal intern interested in helping legal permanent residents to apply for U.S. citizenship during summer 2018. The position requires a commitment of at least 25 hours per week (with occasional evenings and weekends required), but preference will be given to candidates able to commit to full-time. Please note, this position is unpaid and ability to secure public interest funding is preferred.

**Roles and Responsibilities**:

* Complete screening intakes to assess eligibility and potential legal issues for naturalization applicants.
* Assist in the completion and filing of numerous USCIS applications, including the N-400, I-912, N-600, I-90, and FOIA/PA requests.
* Thoroughly review completed applications for quality and accuracy prior to mailing, and conduct follow-up for submitted and pending applications.
* Represent clients during naturalization interviews before USCIS, under the supervision of an attorney.
* Research and compose memoranda on a variety of topics, including immigration, criminal, tax, marriage, etc.
* Develop and help deliver training materials for partner organizations, volunteers, and *pro bono* attorneys.
* Help organize, implement, and manage group processing naturalization workshops.
* Attend in-house and outside trainings to foster professional growth and development.
* Conduct outreach to immigrant communities and organizations around the state and region, as needed.

**Qualifications**:

* Interest or experience in immigration law.
* Strong writing and research skills.
* Ability to work with people of diverse backgrounds.
* Demonstrated independence, self-direction, and ability to take initiative.
* Fluency in Spanish strongly preferred.

 **To Apply:**

Please send a cover letter, current resume, short writing sample (less than 10 pages), and the names and contact information of two references to info@projectcitizenship.org. Please also specify your preferred start and end dates, weekly availability, and time commitment. Applications should be submitted no later than March 2, 2018.

**About Project Citizenship:**

Project Citizenship (formerly the Greater Boston Citizenship Initiative) is a small nonprofit organization that helps legal permanent residents become U.S. citizens. Project Citizenship works to remove obstacles to citizenship by offering free citizenship workshops. Project Citizenship also partners with community-based and immigrant-serving organizations to ensure that all eligible applicants can access naturalization services, as well as ESOL classes and civics instruction.

[www.projectcitizenship.org](http://www.projectcitizenship.org)