



## 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.

### 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, N-648, 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 disabled, transgender, and other clients with unique needs 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, or Haitian Creole 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 Erin Fricker, [efricker@projectcitizenship.org](mailto:efricker@projectcitizenship.org). Please also specify your preferred start and end dates, weekly availability, and time commitment.

### About Project Citizenship:

Project Citizenship is a 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. This is an unpaid internship; Project Citizenship will assist with any efforts to obtain a public interest grant.

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