

The Resurrection Project

Internship Description



Internship Title: Immigration Intern

Supervisory Relationship: Immigration Services Coordinator

Internship Location: 1805 South Ashland Avenue, Chicago, IL 60608

Organization General Description: After 27 years and an initial seed capital of \$30,000 from area parishes, The Resurrection Project (TRP) has grown to become a powerful and effective social enterprise that seamlessly blends community development, community organizing, and advocacy with human service delivery to create vibrant, healthier, and involved communities. Our efforts have resulted in leveraging over \$500 million in community investment.

Department Description: The goal of the Immigration Legal Services Program is to assist currently eligible immigrants with their applications before USCIS; to provide direct legal services while engaging more people in Community Organizing and Financial Wellness programming; and to provide resources for the community to prepare for Comprehensive Immigration Reform or to prepare for Immigration enforcement measures.

Internship Duties and Responsibilities:

- Assist Intake Specialist with front desk responsibilities, such as:
 - Manage TRP's Immigration Legal Services Program intake process and assist applicants in a professional and compassionate manner
 - Maintain all information confidential
 - Operate a multi-line hotline with immigration inquiries and assist with a high volume of public and professional inquiries by triaging individual cases and providing general information on community resources and immigration relief options
- Provide support for the immigration department: perform data entry; prepare and disseminate mail; file, scan and copy documents for case files
- Opportunity to actively engage in public education workshops regarding important immigration issues facing the community
- Opportunity to engage in understanding current immigration law and TRP's office procedures relating to immigration case work
- Perform other duties as assigned

Essential Knowledge and Skills:

- Bilingual in English and Spanish required
- Desire to learn about immigration law and policy
- Strong customer service skills required
- Proficient knowledge of Microsoft Office and internet required
- Must be available on Saturdays
- Must be able to make a 6-month commitment
- Prior knowledge or experience immigration law and policy not necessary
- Internship begins in January of 2019

Application Instructions: Please send a brief cover letter and resume by e-mail to Rocío Pulido at rpulido@resurrectionproject.org. No phone calls please.