



## Immigration Fellow

The Immigration Fellow provides critical support to the ALRP Immigrant Rights Program by serving as the first, and often main point of contact for clients seeking assistance with immigration matters. Under attorney supervision, the Fellow conducts and organizes client intakes, assists clients with short-term legal assistance, drafts applications, pleadings, and motions in preparation for Immigration Court hearings, and refers cases to volunteer Panel Attorneys and other service providers.

### Responsibilities:

- Conducting client interviews, responding to general inquiries, providing information and advocacy, and making referrals for immigration-related services
- Assisting with litigation-related tasks in removal defense cases, including discovery, motions, and court appearances (master and individual hearings)
- Drafting applications for asylum (affirmative/defensive), U-Visa, cancellation of removal, etc.
- Keeping diligent records of client interviews and case narratives in ALRP's Salesforce database
- Helping to prepare & conduct Know Your Rights presentations on issues relating to immigration
- Performing legal writing and research tasks assigned by Staff

Reports to: Staff Attorney (Immigration)

### Qualifications:

- Current enrollment in accredited Law School (1L or 2L, or LLM)
- Fluency in Spanish strongly favored
- Interest in working with low-income clients and clients with disabilities
- Excellent communication skills, active listening, and cultural humility
- General knowledge about legal issues impacting people living with HIV/AIDS and the LGBTQI+ community
- Ability to strictly maintain client confidentiality

Compensation: \$25/hour; *minimum* commitment of 15 hours per week

Please submit cover letter and resume to Slater Stanley ([slaters@alrp.org](mailto:slaters@alrp.org))