



Michigan Immigrant Rights Center
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INTERNSHIPS AT MICHIGAN IMMIGRANT RIGHTS CENTER

Rev. 3/20/17

Position: The Michigan Immigrant Rights Center (MIRC) is seeking a full-time bilingual intern for its office in Grand Rapids for the **summer of 2017**.

Description of Program: The Michigan Immigrant Rights Center is a non-profit, public interest law firm. MIRC focuses on technical and co-counsel assistance and training to Michigan legal aid and pro bono attorneys handling immigration and immigrant rights matters, systemic advocacy on behalf of Michigan's low-income immigrants and their families, legislative and legal development tracking and analysis, coalition-building among immigration assistance providers and immigrant advocacy organizations statewide, and support and training for domestic violence survivor attorneys and advocates regarding the rights of battered immigrants. MIRC also provides direct services to clients, focusing on domestic violence and victims of crimes, citizenship, unaccompanied minors in removal proceedings, and impact representation.

For more information about MIRC, visit our website at www.MichiganImmigrant.org

Intern Responsibilities: MIRC interns will work under the supervision of licensed and experienced immigration law attorneys. Interns will provide support to the attorneys and other MIRC staff with cases and projects. Specific tasks will include:

- Client Interviewing: The intern will greet clients in person and over the telephone and obtain general information regarding family, contact information, and income situation, as well as information about the basic legal need or problem. Some interviews may also involve gathering specific information from the clients.
- Case and project assistance: The assistant will organize and maintain accurate and complete client files and administrative records. Various assignments will involve using the photocopier in large and small jobs and using Microsoft office and Adobe Acrobat.
- Translations: The intern will translate documents into English or Spanish as necessary.
- Shadowing: The intern will have opportunities to shadow the staff attorney in court hearings and participate in community meetings.

All employees are required to maintain client confidentiality in all matters. Spanish fluency is required in order to perform many tasks. Good oral and written communication skills are required. Prior experience working with low-income clients and in a professional office setting would be helpful.

Salary: MIRC has one position available at its Grand Rapids office for 40 hours per week at \$10/hour. The position will begin in May 2017 and go through August 2017.



Application Process: Applications are accepted until the position is filled. Apply by email by submitting a resume, a list of three references, and a cover letter indicating your foreign language competency to adeveraux@michiganimmigrant.org with “GR MIRC Internship” in the subject line.

MIRC is an equal opportunity employer.