Lighthouse Immigrant Advocates
Legal Intern - Position Description and Expectations

Statement of Purpose:
Internship with Lighthouse Immigrant Advocacy is designed to provide the Intern with opportunities to gain an awareness of the work associated with providing support and legal services related to immigrant needs. This is an unpaid position with the number of hours and times of service to be arranged in consultation with the Managing Attorney, Executive Director, and Administrative Assistant based on the needs of the office.

Qualifications needed:
The intern will be a detail-oriented and self-motivated individual able to work independently as well as in a group and will have some basic understanding and experience with the following:

- Professional written and oral communication skills
- Microsoft Office programs
- Google Suite
- Filing systems
- Telephone and front desk reception etiquette
- Social media programs

Job Tasks will include:
Fielding and directing calls and emails from clients and potential clients; assisting the administrative assistant with filing and clerical functions; supporting the legal staff with case management as needed; gathering information to fill out immigration forms under the supervision of an attorney; assisting with the development of office processes and electronic data management systems; and creating community relations materials as needed.

Expectations:
The LIA intern will be able to represent the organization in a professional manner, using professional language and behavior at all times, to fulfill the agreed upon internship hours with prompt and consistent attendance, present a professional image at all times in language, attentive communication, attitude, and respectful demeanor.

Training will include:

- Observation of each aspect of client care and advocacy activities at LIA
- Review of staff handbook materials
- Completion of the LIA Confidentiality Agreement
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Evaluation:
During the course of the internship, the individual goals for this position will be reevaluated in conversation with the Intern's direct supervisor, who will be appointed following the onboarding process. At the conclusion of the internship, the intern will write a self-reflective summative

evaluation to be reviewed by the Executive Director and will be submitted to his/her crediting agency, college, or university.

Termination of Internship:
The LIA Internship may be terminated at anytime under the advisement of the Executive Director if the intern is failing to meet the requirements and expectations outlined above.