



As of November 08, 2018

**Support Services Internship – (Name of Intern)  
Spring 2019  
(Estimated project length: 3 months)**

**Casa Cornelia Law Center (CCLC)**

CCLC has an internship opportunity to advance the coordination of support services for CCLC's clients.

**Internship Description**

The intern will be assigned to work with the Support Services Coordinator, whose responsibility is to: provide client access to a wide range of social/community services; identify community resources; and advocate to facilitate a client's full participation in their immigration legal case. The intern will assist in identifying appropriate services and resources that will meet the needs of CCLC's clients. The intern will also support CCLC's education and outreach activities through original research and content development about community resources and referrals and designing and planning the organizing of social service providers who serve CCLC population.

**Intern Projects**

1. Community Services Mapping Research Work
2. Outreach/Education

**Desired Education, Skills and Experience**

The intern must be a self-starter, detail-oriented, highly organized, professional, able to research and analyze information. This position also requires that the intern have:

1. College Degree or be in the process of obtaining a Bachelor's Degree or Associate Degree/College-level coursework
2. Strong written and verbal communication skills.
3. The ability to complete time sensitive tasks and work independently as a member of a team.
4. Knowledge of Microsoft Word and Excel
5. Previous experience with digital tools and content creation experience preferred

**How to Apply**

To apply, please email your cover letter, resume, and unofficial transcript to InternApplicants@casacornelia.org. Cover letters may be addressed to Pro Bono Program Director, Katherine Paculba Lacher. Should your application be chosen to proceed in the selection process, you will be contacted.