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INTERNSHIP ANNOUNCEMENT

Undergraduate Student Internship for the Legal Orientation Program

Updated February 10, 2024

Organizational Overview

The Rocky Mountain Immigrant Advocacy Network (RMIAN) is a nonprofit organization dedicated to providing free immigration legal services and social services to adults in immigration detention and to children and their families across Colorado. RMIAN's Detention Program provides legal and social service support to individuals held at the privately-owned civil immigration detention facility located in Aurora, Colorado. The Detention Program provides daily Know-Your-Rights presentations, case intakes through the Legal Orientation Program, and directly represents detained clients – often in collaboration with RMIAN's social workers. Additionally, RMIAN's Detention Program refers a large number of cases to volunteer attorneys through a robust *pro bono* referral program.

RMIAN hosts an undergraduate student intern for the fall, spring, and summer terms to assist the Legal Orientation Program (LOP)

The [LOP](#) is a government-funded Know-Your-Rights program that seeks to educate and inform individuals detained at the Aurora immigration detention facility about their rights in removal proceedings, court procedures, release options, and relief from removal. In addition to providing general information in a group setting, members of the LOP team also conduct individual intakes to screen cases for referral to volunteer *pro bono* counsel, as well as to RMIAN direct representation staff attorneys. Additionally, the LOP team is responsible for providing comprehensive *pro se* support, including individual help sessions and group workshops, to people facing deportation proceedings without the assistance of counsel.

Internship Overview

The LOP seeks an undergraduate student intern to assist with this work. This is a part-time, unpaid internship to last for the duration of one term (timeframes listed below). The intern must be based near Denver, Colorado, and be willing to come to RMIAN's office in Westminster, Colorado, in accordance with local COVID-19 guidelines.¹ The selected candidate will be expected to work from their personal laptop or computer.

¹ RMIAN is requiring all staff and volunteers who will be physically present in the office to be fully vaccinated. The vaccination status of clients and other visitors is not requested. Face masks are currently optional. More information on our current protocols is available upon request and may be discussed during an interview. Protocols are subject to change in response to evolving public safety guidelines as published by the CDC.

Proposed terms for the intern position:

Fall: 12-20 hours per week, from the end of August to the end of November

Spring: 12-20 hours per week, from the mid-January to the end of April

Summer: 20-30 hours per week, from early-May to mid-August

In some situations, RMIAN will alter the start and end dates and is willing to consider alternate proposals, but we have a strong preference for the stated parameters.

While this position is unpaid, RMIAN is happy to coordinate with your academic institution if course credit can be offered for participation in this internship or to certify work for any outside funding source.

The Ideal Candidate:

- Is an undergraduate university or community college student
- Is based near Denver, Colorado, and is able to travel to RMIAN's office in Westminster
- Is proficient in English and Spanish (other language proficiency will also be considered)²
- Is committed to diversity, equity, and inclusion and is able to effectively and compassionately work with people from diverse backgrounds
- Is interested in learning more about the US immigration system and/or non-profit organizations
- Is excited to innovate and streamline administrative processes and contribute to efficient workflow in a fast-paced environment

Primary Intern Responsibilities:

- Mail written materials to individuals detained by ICE and take charge of innovating and maintaining our pro se materials and mail system
- Conduct factual research, including country conditions research, to bolster individuals' asylum claims in Immigration Court and provide presentations to LOP staff to inform culturally sensitive services
- Assist staff attorneys and legal advocates with evidence gathering on behalf of LOP participants, including translating key evidence to English and requesting records from penal and medical institutions
- Conduct preliminary calls with individuals detained by ICE to assess language needs and legal needs, and to propel referral to volunteer attorneys
- Organize and process client files upon case closure

Other Experiences/Training Opportunities Included:

- Weekly check-ins with supervisors to gauge progress & ensure a dynamic internship experience
- Gain a nuanced understanding of the US immigration system, especially the detained setting
- Observe Immigration Court hearings and debrief with attorneys about their work
- Observe Know-Your-Rights presentations and orientation services provided to people detained at the GEO/ICE Facility in Aurora
- Attend virtual/in-person lunches with attorneys, social workers, paralegals, or other staff members depending on your interests to gain insight into different career paths
- Attend case strategy meetings to learn more about the daily case work of immigration attorneys
- Option to draft a writing a sample for use in future job applications

² Fluency in Spanish or another language is not required for this position.

To apply for this internship, please complete the following:

1. Send your resumé to hr@rmian.org
2. In the subject line, write “LOP Internship Application - (Fall/Spring/Summer) Term” choosing the timeframe applicable to your application
3. In the body of the email, please include short answers (a few sentences) to the following questions:
 - a. How would this internship relate to your academic interests/professional goals?
 - b. How do you incorporate the principles of diversity, equity, and inclusion into your day-to-day life?

All applications will be reviewed after the stated deadline:

For the Summer Term, Applications are Due by March 15, 2024

For the Fall Term, Applications are Due by July 1, 2024

For the Spring Term, Applications are Due by November 1, 2024

RMIAN is an equal opportunity employer and recognizes the importance of diversity in the workplace. We encourage applications from people of color, immigrants, women, members of the LGBTQ community, and other underrepresented and marginalized groups. RMIAN does not discriminate on the basis of race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, disability, marital status or veteran status. We are committed to providing an inclusive and welcoming environment free from discrimination.

If you have any questions, please email our HR team. Thank you for your interest in interning with RMIAN!

Visit us at www.rmian.org