



CASA CORNELIA
LAW CENTER

Undergraduate Internship Announcement: Administrative Assistant Intern to the Volunteer Interpreters and Translators (VIT) Program

Organization Overview:

Casa Cornelia Law Center (“CCLC”) is a 501(c)(3) public interest law firm providing quality pro bono legal services to victims of human and civil rights violations, with a primary commitment to the indigent within the immigrant community in Southern California. Our legal services include representation to those in removal proceedings or seeking affirmative immigration relief including asylum seekers, abused and abandoned children, and immigrant victims of domestic violence, human trafficking, and other serious crimes who are eligible under U.S. law. CCLC provides pro bono representation through its staff and the support of volunteers, such as private attorneys, law students, and interpreters/translators under the mentorship of CCLC attorneys (private attorneys and law students) and VIT team (interpreters and translators).

Undergraduate Paid Student Internship Opportunity

CCLC is offering a temporary opportunity to interested undergraduate students to intern as an Administrative Assistant Intern to provide meaningful support to our programs. The internship is temporary and paid at \$15.00/hour. The student will participate in a required orientation workshop prior to the internship. The Administrative Assistant Intern to the VIT Program will report directly to the VIT Program Manager. This is an excellent opportunity to learn about Casa Cornelia's work and mission.

Task Assignment Activities for the Administrative Assistant Intern to the VIT Program may include, but are not limited to the following:

- a) Maintain the VIT program participants volunteer files;
- b) Acknowledge requests for language support and initiate volunteer assignment;
- c) Prepare source documents, target files, and Certificates of Translation;
- d) Assist with outreach efforts via Facebook, MeetUp, other social media, and local organizations;
- e) Facilitate data collection and reporting of VIT program end-month statistics;
- f) Prepare VIT program participants' Google Map;
- g) Support the preparation steps for VIT team internal or external engagement events; and
- h) Other duties as assigned.

Interns may be offered opportunities to observe trainings for volunteer attorneys, observe meetings as appropriate, and/or participate in professional development workshops, as available.



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Qualifications:

While no legal experience is required, strong preference is given to students with professional or related work/office experience. Students must be able to master advanced word processing skills, create and distribute complex documents, develop analytical and statistical reports, and create presentations. Students must also be able to expertly handle multi-layer tasks and balance multiple projects concurrently, while maintaining a high quality of work. Students must have excellent written and oral communication skills, and maintain a professional demeanor.

Time Commitment and Additional Details:

The internship hours must occur on a fixed schedule during regular business hours between Monday and Friday. The time commitment for the Administrative Assistant Intern to the VIT Program is 12 hours/week during the school year for the duration of the semester and 15 hours/week during the summer (plus meal breaks) for a minimum of ten weeks but not to exceed 90 days. The intern will accrue sick time and will be paid for holidays that fall during their regularly scheduled workdays. As a temporary employee, the intern does not accrue paid time off and does not receive other benefits available to permanent employees. *Also, the internship will be in person.*

To Apply:

To apply, please email your 1) cover letter, 2) resume, and 3) unofficial transcript to ABautista@CasaCornelia.org. Cover letters may be addressed to the Legal Support and Strategy Director, Anne Bautista. Should your application be chosen to proceed in the selection process, you will be contacted.

Casa Cornelia Law Center provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, ancestry, gender, sex, gender identity or expression, age, medical condition, sexual orientation, marital status, citizenship, pregnancy, physical or mental disability, genetic information, veteran status, military status, caregiver status or any other characteristic protected by federal, state or local laws.

All employees must be fully vaccinated against COVID-19 unless a mandatory legal exception applies.