



# CARECEN

## Central American Refugee Center

### **Job Description**

The Central American Refugee Center (CARECEN-NY), based on Long Island, seeks Fall 2024 legal interns/externs. CARECEN is a non-profit serving the immigrant community on Long Island and has worked on behalf of immigrants for nearly four decades through its Hempstead and Brentwood offices.

### **Role and Responsibilities**

Legal Interns and Externs will work on cases across CARECEN's legal programs, including the Youth Immigration Project, ONA Legal Counsel, the New York Legal Response team, and Afghan Legal Project. Assignments and responsibilities will vary depending on program needs, but will generally include:

- Filling out USCIS forms and applications
- Drafting legal briefs and letters
- Legal research on topics such as asylum, Special Immigrant Juvenile Status, Special Immigrant Visas, employment authorization applications, and others
- Drafting affidavits
- Country conditions research
- Client intakes and consultations
- Attending legal team meetings
- Relevant administrative duties
- Maintain detailed case notes on individual cases and consultation outcomes

**Requirements:** Applicants must currently be a law student at an accredited law school. Spanish, Dari, Pashto, or Haitian Creole language proficiency is preferred but not required.

**Home Office:** Remote with option of in person work at CARECEN's Hempstead or Brentwood offices

**Compensation:** CARECEN is unfortunately unable to pay interns/externs. We encourage applicants to seek funding from their law schools or third-party funders and are happy to support such applications as opportunities arise.

**How to Apply:** Students from participating schools should apply through PILC Fair. Other applicants should email a cover letter, resume, and writing sample to [melman@carecenny.org](mailto:melman@carecenny.org) with “Fall 2024 Internship Application” in the subject line. The application deadline is Friday, August 30, 2024. We will review applications on a rolling basis.

*CARECEN is an equal opportunity employer and embraces diversity. Immigrants, women, BIPOC, LGBTQ+ and persons from other traditionally marginalized groups are encouraged to apply*