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**To:** ["Sara Lombardo";](#)  
**CC:** ["Joaquin Feliciano"; "Sandra Rodriguez";](#)  
**Subject:** Washington Fall Program Internship #7 - National Center for Refugee and Immigrant Children  
**Date:** Thursday, June 26, 2008 1:52:45 PM  
**Attachments:**

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Hi Fall Students

Here is an excellent internship. Our student who interned there during winter qtr gave it very high marks. Deadline to apply is July 20. If you are interested and meet the qualifications, I suggest you apply sooner rather than later. Details on qualification requirements and how to apply below. You should also review their website for more information on their mission and goals. Please note the language fluency required. Please copy me on the email when you apply. Thanks. - Sara

USCRI's National Center for Refugee and Immigrant Children was launched in March 2005 to recruit and train volunteer attorneys and match them with unaccompanied immigrant children who have been released from federal custody throughout the United States. For more information on the program, please visit [www.refugees.org/nationalcenter](http://www.refugees.org/nationalcenter). The Center's interns and volunteers play a pivotal role in every facet of the Center's day-to-day activities. Here is a basic description of the position along with application procedures for intern and/or volunteer applicants.

**Responsibilities include, but are not limited to:**

- Performing intake by interviewing children and their family members in their native language via telephone;
- Orienting children and their families to the immigration court process;
- Updating the Center's website by posting research;
- Serving as the point of contact for regional training sessions for

attorneys;

- Performing web-based research on country conditions;
- Researching important legal decisions related to immigrant children; and
- Maintaining and updating the Center's Database.

**Successful candidates have the following characteristics:**

- Spanish, Mandarin or Haitian Creole language fluency;
- Prior experience working with the immigrant or refugee community;
- Prior experience working with children;
- Professionalism;
- Ability to multitask; and
- Sense of humor.

**Level of Commitment:**

- Interns should be able to commit at least 30 hours per week.
- Preference will be given to interns that can commit at least 10 weeks, but all applicants will be considered.

**Financial Compensation:**

- Part-time interns (20-30 hours per week) receive \$80 per month and full-time interns (30+ hours per week) receive \$100 per month.
- Volunteers are defined as those individuals that work less than 20 hours per week.
- Local travel expenses to and from the USCRI office will also be reimbursed for all interns (part-time or full-time).

**Application Procedures**

**Requirements, Addresses and Deadlines**

- To apply for an internship, please send a resume and a cover letter via email to AnneRose Menachery, Immigration Program

Associate, at [amenachery@uscrdc.org](mailto:amenachery@uscrdc.org), stating the applicant's dates and times of availability.

- Applicants will be contacted via telephone if they are being considered for a position.
- **No phone calls please.**
- **Now accepting applications for internships beginning in Fall 2008; final deadline is July 20, 2008.**

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