Migrant Legal Aid
Legal Assistant Intern for Migrants
Available Fall 2015

Migrant Legal Aid, a non-profit dedicated to providing civil legal services to migrant workers and their families, seeks an intern to assist with client intake and communications. Intern may also participate in research and assist attorneys on various aspects of litigation and case activity.

Duties:

1. Attend meetings
2. Answer phone intakes and return voice mails.
3. Present client goals, concerns, and issues to staff attorney.
4. Assist staff attorney and management with work on files, legal or other research, client communications and notation of case activity.
5. Schedule appointments for individual follow-up.
6. Research and draft proposed legal documents for attorney review, and support attorneys with pending litigation.

Qualifications:

1. Basic conversational Spanish ability
2. Interest in Business, Political Science, Pre-Law, Social Work (BSW), Spanish

About us: In 1973, migrant workers and their families had no voice to stand up for their right to safe housing and working conditions or their right to earn a fair wage. They struggle to maintain basic human dignity, from lack of bathroom facilities, dangers posed by pesticides, and discrimination. Because of their poverty, their transitory lifestyle, and their language difficulties, they face barriers to civil legal services. Out of this need, the legal community in Michigan formed Michigan Migrant Legal Assistance Project, also known as Migrant Legal Aid, a non-profit agency. The agency offers a continuum of services as an independent non-profit organization governed by a volunteer board of directors and operated by a staff of eight. The agency also handles referrals from other non-profits, such as the Hispanic Center of Western Michigan, Farmworker Legal Services, Latin Americans United for Progress, Hispanic American Council, Legal Aid of Western Michigan, and private attorneys.

To apply contact:

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