

Internship

Legal Intern (September 2018 to May 2019)

Saheli, Support and Friendship for South Asian Women and Families is a non-profit organization dedicated to supporting South Asian women and families in Massachusetts. Its mission is to empower South Asians to lead healthy and safe lives. Saheli has over 22 years of experience, offering a range of free services to immigrant women.

We seek a legal Intern to assist with monthly legal clinics, update legal resources, and communicate with our network of South Asian attorneys by email and phone. The legal intern will help with a new program of monthly clinics for South Asians to help them gain access to immigration and family law. He or she will maintain well organized resources for clients, and with help from senior staff, follow up with clients and keep records of communications. In addition to strong technological, social media, writing and speaking skills, the ideal candidate will have a background in—and passion for— social work, community organizing around gender issues, and preventing violence against women.

Responsibilities include:

- Attend and assist with legal clinics in Burlington twice every month during the day, work remotely rest of the time
- Meet with legal advocate once every month to plan, coordinate and publicize clinics
- Design and coordinate fliers and announcements about clinics
- Help to publicize events to local media outlets and partner organizations
- Work with senior staff to keep detailed and organized lists of communications (email, phone and other forms)
- Update and maintain legal resources in immigration and family law.

Criteria for selection:

- Excellent writing and speaking skills
- Excellent skills with Facebook, Twitter, LinkedIn, YouTube
- Attention to detail - proof-reading and editing
- Ability to work independently and proactively without close supervision at all times
- Grace under pressure and tolerance for ambiguity
- Detail and deadline-oriented work ethic
- Team player, able to take directions and work with peers.

Additional criteria (ideal candidate)

- Cultural understanding of the South Asian community
- Current or past involvement with Asian student groups.

The position will require 5 hours/wk. in the office and 7 hours/wk from home. Preference for an intern who can begin in early September and commit till the end of May 2018. We require a minimum of four face to face meetings per month, attendance at the legal clinic and a meeting with senior staff are mandatory. (Meetings can be set up at intern's convenience). Meetings will be accessible by T to the Burlington office. Most of the work of the intern will be completed remotely.

This is an unpaid internship; however, we will provide reference letters, opportunities for professional networking, and academic credit (on a case-by-case basis, subject to your academic institution's approval). Saheli usually rewards good interns with a stipend to cover travel costs or cash gift at the end of an internship.

Benefits: We have a large network of South Asian attorneys, connections with legal aid offices, and with the South Asian Bar Association. We work with both immigration and family law attorneys and will require you to interact with them.

Please send your letter of interest and resume and links to your website or portfolio to info@saheliboston.org.

Saheli, Support and Friendship for South Asian Women and Families
P. O. Box 1345, Burlington, MA 01803 | www.saheliboston.org |

Saheli does not discriminate based on religion, ethnicity, disability, marital status, age, gender or sexual orientation.