

## Case Management (CM) Assistant Intern

The case management intern at BIIN is a great career builder for anyone that is passionate about helping immigrants and pursuing a career in law, program management, and social work. Upon completion, the intern can expect to acquire invaluable experience in immigration matters, nonprofit management and case management.

### **Duties and Responsibilities:**

The CM intern is responsible for supporting and developing the heart of BIIN, the IRA program. The IRA program assists local immigrants in finding solutions to their problems. It could be as simple as translating documents or as complex as navigating our legal system. The CM intern will support the lead case manager in keeping up with open cases and provide direct services to immigrants in the community.

### **Activities may include:**

- Open and close the office for IRA in person events.
- Follow up with potential new volunteers that the BIIN office has recruited
- Enter cases into online database
- Keep volunteers engaged with work during IRA hours.
- Translate documents as needed
- Supporting the lead case manager in outreach events (ex: tabling at a community resource event)
- Provide content from IRA clients for newsletters once a month
- Creating informational videos as needed for recurrent issues that IRA deals with.
- Communicate with staff and long term IRA volunteers on the status of all open cases.

### **Qualifications:**

- Enthusiasm for BIIN's mission in serving the immigrant community
- Self-directed, with an ability to independently identify the next steps and follow through.
- Desire to work with and support the immigrant community.
- Must be bilingual in both written and oral communication (Spanish)
- Ability to commit to the entire internship period.
- Strong interpersonal skills.

**Start Date:** BIIN interns usually begin the second week of the semester.

**Time Commitment:** It is our hope that our interns experience as much of BIIN as they can, and truly become a part of our team. Therefore, we have created a program centered on a minimum of

100 hours allocated over the course of a semester. However, BIIN allows interns to work additional weeks and hours if their program requires it or if they choose to be more involved.

**Compensation:** Though unpaid, the internship provides the opportunity to hone management and leadership skills while making a tangible contribution in addressing the needs of the local immigrant community.

**Work Environment:** The intern will work in a small collaborative office environment.

**Academic credit:** BIIN has had interns work for three credit hours from the Sociology, Political Science, Hispanic Studies, and Philosophy departments' internship classes. BIIN is happy to work with interns to meet the requirements of their department's internship program.

**General Program Information:** BIIN's internship program is open to anyone who is interested in gaining experience managing programs.

**Goal:** Provide an educational opportunity involving hands-on activities while at the same time empowering the local immigrant community.

**Vision:** We view our interns foremost as learners who offer a valuable fresh perspective. We treat each intern as a professional team member and part of the BIIN family. Our staff is committed to the program, offering guidance, and appreciation for each intern's contribution.

### **To Apply**

For more information or questions on the general details of the internship program, contact Tania Barrios at [tania@brazosimmigration.com](mailto:tania@brazosimmigration.com). To apply, please send a resume and brief cover letter detailing your interest in the position to [tania@brazosimmigration.com](mailto:tania@brazosimmigration.com) with the "CM Assistant Intern" in the subject line.