The Center for Peace & Global Citizenship Presents an Internship with

HIAS PENNSYLVANIA

HIAS-PA supports low-income immigrants of all backgrounds as they build new lives in our community. Through immigration legal services and an array of social services, we work to address their needs, defend their rights, and advocate for their equitable inclusion in American society. Our values are based on the core Jewish beliefs of "welcoming the stranger" and tzedakah (generosity, charity and fairness). HIAS Pennsylvania views newcomers as valuable resources, not burdens to the community. We believe in the dignity of the individual. We believe in compassion, empathy, tolerance, and respect. All of this is embodied in our commitment to a multicultural society.

Internship Description:
The selected student/s will begin work as a full-time summer intern, working independently with direction from HIAS-PA Asylee Outreach Program (Shaloo Jose, Managing DOJ Accredited Representative, and Jared Gencarella, DOJ Accredited Representative), to support the team's case managers to connect clients with social, legal, and employment services on the path to self-sufficiency.

Roles and Responsibilities: Asylee Outreach Program Intern
- Communicating with clients to ensure timely and effective information sharing regarding upcoming appointments and deadlines regarding their cases.
- Assist the AOP team's legal representative in providing representation in immigration legal processes for clients.
- Drafting client statements and completing certain legal forms under the direct supervision of the Program Manager including work authorization renewals, travel documents, adjustment of status and citizenship applications.
- Providing social service referrals when necessary.
- Schedule intakes for new clients using translation services.
- Working with our pro bono coordinator and Program Manager to support the recruitment, training, and mentoring of pro bono attorneys who take these cases.
- Interns working in person will have the opportunity to complete immigration applications.

Academic Year Role (8 hours/ one day per week in person)
After completing the summer internship, the student will engage in part-time work on the same AOP team, following up with valuable client work remotely, including:
- Contacting clients to help them complete prep sheets for their adjustment of status (Green Card).
- Assisting the AOP team with legal forms and applications.
- Other projects as assigned

Eligibility & Qualifications
- Rising Haverford sophomore, junior or senior
- Excellent written and verbal communication skills required: Bi-lingual in Spanish, French, Russian, Arabic, Mandarin Chinese, Vietnamese, or Urdu, preferred but not required.
- Sensitive to cultural and linguistic differences and clients impacted by trauma
- Detail-oriented

- Able to work both independently and collaboratively on diverse assignments and with diverse colleagues
- There is a hiring preference for people able to commit to the PJEF component, but strong candidates studying abroad for one semester of the 2025-26 academic year or who are unable to continue beyond summer will be considered.

CPGC's Fellowship Program

This funded opportunity is part of a larger CPGC fellowship that offers a preparatory and post-internship program, including individual guidance and peer support. Before applying, please carefully review Key Commitments and Dates.

Partnership Application & Selection Process:

- Open to rising sophomores, juniors, or seniors.
- Detailed application instructions can be found on CPGC's website.
- All application materials are due **February 7, 2027 by 11:59 p.m. ET.**
- Address your Cover Letter to Shaloo Jose and include times you are available for an interview the week of **February 14th.**
- Throughout the application period, all applicants should be certain to respond to queries, clarifications, or interview requests **within 24 hours or by the next business day**. Offers may be made soon after the interview, and students are encouraged to accept (or decline) promptly.

We encourage you to meet with an advisor to learn more and to get support. Advising sessions can be scheduled in person or online. You can also reach out to the past HIAS-PA Fellows Kaiya Inouye '27 and Dasha Igonin '27.

CPGC Fellowships include half-semester courses leading up to and following the summer, to help you prepare, connect, and reflect on your internship experience. If you are selected for this internship, you will be expected to enroll in *Global Solidarity, Local Action* course beginning after Spring Break, and *Work & Justice* course at the beginning of Fall semester.

Important Dates/Info for this Partnership

- This fellowship includes participation in the Philadelphia Orientation Program (POP) the week of May 24–28. POP is a week-long program led by CPGC and local partners and friends.
- Summer internships typically run from June 1 - July 30.
- This internship includes the opportunity to continue working part-time throughout the academic year as a Philadelphia Justice & Equity Fellow (PJEF).
- There is a hiring preference for people able to commit to the PJEF component, but students studying abroad for one semester of the following academic year or otherwise unable to continue past summer will be considered.

Philadelphia Justice & Equity Fellowship (PJEF) /Academic Year Opportunity

Before applying, please review the Philadelphia Justice & Equity Fellowship. This internship will include paid work throughout the fall and spring semesters. All hours spent working with HIAS-PA (8 hrs/week) and in PJEF activities (~2 hrs/week) are paid at the standard hourly wage for campus jobs. Most work during the academic year will be remote. PJEFs can request an exemption from the Fall *Work & Justice* course.