



Human Agenda CLARO Internship



YOU WILL:

- Answer phone calls & WhatsApp messages from clients and non-clients to book appointments and answer questions
- Use **cerenade eImmigration Software** to input client data, create client profiles, create cases, and fill out USCIS forms
- Assist with Legal Clinics, KYR presentations, & Workshops
- Translate client documents into English and declarations and filings into Spanish
- Shadow appointments and complete simple applications under supervision
- Assist with grant reporting and tracking, etc.

Who is eligible:

- College Students
 - Spanish Speakers
- Preferred**



Contact Us:



408-759-9571



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<https://www.humanagenda.net/claro-legal-collective>