



Kivu Summer Internship Job Description

Title: Kivu Summer Intern

Start Date: May 26, 2026 – August 6, 2026

Hours: Full-time; 36 hours/week, Monday-Thursday 8am-6pm

Supervisor: Attorney Erin Schutte Wadzinski

Location: 222 10th Street, Worthington, MN 56187 (in-person)

Pay: \$5,000 for 11-week internship, minus applicable taxes; free housing is provided

Kivu Summer Interns at Kivu Immigration Law PLLC are responsible for legal case preparation and management as well as community outreach and engagement. Responsibilities include:

Case preparation

- Manage legal cases and serve as the client’s point of contact, in close collaboration with the supervising attorney. Kivu Summer Intern will:
 - Attend initial consultations with supervising attorney for potential clients
 - Research legal questions relating to immigration law and oftentimes the intersection with criminal law, as requested by supervising attorney and write a legal memo answering the question(s)
 - Collect required evidence and documentation for clients
 - Complete US Citizenship & Immigration Services (USCIS) forms with the clients
 - Assemble applications for submission to the Executive Office of Immigration Review (EOIR, aka Immigration Court)
- Kivu Immigration Law represents clients who are in removal proceedings as well as those submitting affirmative cases to USCIS. Types of legal cases that the Kivu Summer Intern may work on include **asylum** (country conditions, client interviews, legal brief writing, other preparations for hearings in Immigration Court or interviews with the asylum office); **family-based immigrant visas** (petitions, adjustment of status, consular processing); **Special Immigrant Juvenile Status** (obtaining predicate order in MN District Court); **U-visas** (working with law enforcement and County attorney’s office for certification of victimhood, working with client on application materials); **employment-based visas** (H1-Bs, EB-3 labor certification process, prevailing wage determination), and **naturalization** (completing application and gathering evidence, helping client prepare for interview).

Community outreach and engagement

- Engage in advocacy, community outreach, and education to inform individuals of important immigration laws and policies. Kivu Summer Intern will:
 - Attend and/or lead in-person events to speak about Kivu Law and relevant immigration laws, processes, and policies. Events may take place at businesses, schools, places of worship, legal aid events, government agencies, community festivals, and elsewhere in Worthington and the surrounding area and may occasionally take place outside of regular business hours

- Subscribe to and follow relevant email digests, government practice advisories, and federal courts to keep up on current immigration news and events
- Attend weekly team “Immigration and the News” discussions at the office
- Help manage Kivu Law’s social media accounts, including but not limited to Facebook, Instagram, Twitter, and LinkedIn, and implement strategies for how social media can elevate awareness of important immigration issues

Job Qualifications and Requirements

- Requirements:
 - Be enrolled in an undergraduate program or JD program at an accredited university
 - Have authorization to work in the United States
 - Pass a background check
- Mindset:
 - A genuine willingness to embrace immigrants from all regions of the world, regardless of race, religion, national origin, social class, political view, sexual orientation, or any other distinguishing characteristic or trait
 - A friendly demeanor and an open-minded attitude to learn new things
 - A willingness to be a team player and work towards the common goals of Kivu Law
 - An understanding of the importance of maintaining client confidentiality
- Skills:
 - Strong spoken communication skills; professional demeanor towards clients
 - Ability to take detailed written notes during client appointments
 - Familiarity with US immigration laws and policies and a willingness to keep abreast of changing laws and policies
 - Dependability, reliability, and honesty
 - Excellent research and writing skills
 - Written and oral proficiency in English and a second language, such as Spanish, Karen, Burmese, Lao, Amharic, or Tigrinya (*preferred but not required*)

Kivu Law will offer summer housing to interns at no cost.