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 proflies, create cases, and fill out USCIS forms**
- **Asisst 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 Prefered

CLARO

Contact Us:

408-759-9571

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