

1376 North 4th Street, Suite 101  
San Jose, CA 95112



### Mission Statement

The mission of Human Agenda is to materialize a world where the human needs of all can be met, engaging the community in forging institutions and policies that are democratic, egalitarian, cooperative, kind, and sustainable. Key to meeting the clear vision of Human Agenda and the human needs of immigrants is access to high-quality legal immigration services.

Thus, the purpose of CLARO is to provide accessible, high-quality, low-cost legal services to undocumented immigrants in Santa Clara County. The acronym CLARO in Spanish signifies Colectivo Legal Accesible Razonable y Organizado - the Legal Collective that is Accessible, Reasonable, and Organized. Since 2015, CLARO has been providing accessible immigration legal services for low-income immigrants.

Human Agenda provides services that include asylum, cancellation of removal, post-conviction relief and more. Students will gain great experience working with attorneys and learning the necessary steps taken to provide legal services.

### Internship Requirements

- ✓ 18 years or older
- ✓ Preferably Spanish speaking
- ✓ Knowledge in Microsoft Word/ Excel, internet handling, and creating files
  - ✓ Ability to work independently with minimal supervision
  - ✓ Be well organized
  - ✓ Strong communication skills

### Internship Duties

Interns will help organize case files, input client information on the computer, create new files, interview clients and help clients fill out basic information paperwork, make phone calls to clients as necessary, attending legal clinics on Saturdays, assisting attorneys during client meetings, attending court with attorneys, and assisting with other duties as necessary.

### Contact Information

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