



## Asylum Application Assistance (AAA) Intern

The African Refugee Development Center (ARDC) is a non-profit organization founded in 2004 by refugees and Israeli citizens to assist, support and empower refugees and asylum seekers in Israel. The ARDC seeks to ensure access to basic social services, and to facilitate refugee and asylum seeker integration, self-sufficiency and ownership in matters affecting their lives. The ARDC advocates for the rights of refugees and asylum seekers and for a humane and fair Israeli asylum policy. It divides its work between individual counselling, humanitarian aid, education, community development, awareness raising and policy initiatives.

Africans arriving in Israel having fled persecution, lack a status or legal documents making securing legal protection difficult. The AAA team assists refugees and asylum seekers with the complex application and appeal process, in obtaining legal status.

Interns participating in this project will work closely with clients through a complex legal process to open doors and create opportunities in the client's life in Israel. You will learn how to work with the United Nations Convention of Refugees and Israeli law.

You will work with AAA staff, in a manner different to the workings of a standard law firm practice - on applications for identification papers, refugee status, appeals and other legal matters. Challenging cases, the Israeli legal context and the complex lives of our clients combine to make this a rewarding experience.

An experienced program coordinator, familiar with the legal system in Israel, mentors and heads the AAA team. Knowledge of Israeli law is not required.

### **Responsibilities include but are not limited to:**

- Liaison with clients, including keeping regular contact with clients, conducting interviews, and providing counsel for clients when they attend application meetings, interviews and court appearances;
- Research, including the legal context for asylum seekers, conditions in countries of origin and related matters;
- Reporting, including data entry and record keeping and preparation of applications based on international conventions, working with the Israeli legal context which lacks a clear refugee legal framework and reporting back to coordinators;
- Evaluation, including assisting with data collection regarding work volumes, status of applications and progress reports and

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- Interns are expected to be willing to help out with all aspects of the project's work, including following cases through to the end and tasks not directly related to their cases or clients.

### **Qualifications:**

- Have an undergraduate degree or higher (law students will be considered for summer placements);
- Have mother tongue English and good French, Hebrew, Arabic or another African language skills;
- Possess proven writing, editing, research and analytical skills;
- Be a quick-learning, self-motivated, persistent and independent worker;
- Be detail-oriented, resourceful and able to handle multiple tasks simultaneously;
- Be committed to learning about the non-profit sector, forced migration and fundraising and
- Ideally have technical writing experience, preferably in a legal context or experience interviewing.

### **Internship Structure**

4 months minimum commitment, with at least 2 days per week in the office. Other days, can work away from office but be available for phone discussions.

Israeli Residents: commitment to work on a specific case also an option.

\*All positions require knowledge of basic computer skills and Office Word. Ownership of a laptop for work use is ideal.