PAIR Non Legal Pro Bono Projects

1. **Undergraduate Internships:** PAIR takes undergraduate student interns for part time and full time internships. Interns assist with translation and interpretation, country conditions research, filing motions with immigration court and other administrative tasks (including answering calls during our dedicated open lines for immigration detainees, copying files, and data basing intakes). Fluency in a second language is preferred, but not required. *Time Commitment: We ask for a minimum commitment of 10-15 hours for at least 10 weeks.*

2. **Law Student Internships:** PAIR accepts law student interns for part time or full time internships. Law student interns assist with drafting affidavits, asylum and detention intakes, conducting legal research into complex questions of asylum law, drafting briefs, legal orientations ("Know Your Rights"), conduct follow up phone intake with detained clients. Fluency in a second language is preferred, but not required. *Time Commitment: We ask for a minimum commitment of 10-15 hours for at least 10 weeks.*

3. **Case Management Internships:** PAIR takes case management interns for part time and full time internships. Interns assist with social services support for PAIR clients who survivors of trauma. Responsibilities include taking clients to appointments (including medical, legal, benefits), interpreting and translating for clients, and doing outreach work for community partnerships. *Time Commitment: We ask for a minimum commitment of 10-15 hours for at least 10 weeks.*

4. **Interpretation & Translation:** PAIR relies on volunteer interpreters and translators to assist with our work. Volunteers can interpret for "Know Your Rights "presentations, one on one intake or client meetings, medical evaluations. Volunteers can also assist with translating country conditions articles.

5. **Expert Support:** PAIR relies on experts to conduct psychological and forensic evaluations. We also seek experts for testimony in support of country conditions for asylum cases. For more information, please email spurcell@pairproject.org.

6. **Technology Projects:** PAIR seeks assistance for a variety of technology projects including database assessment, database development (Salesforce), website support and platform training (such as Microsoft Office suite, Adobe Creative Suite, WordPress, Salesforce, etc.).

7. **Organizational Planning:** PAIR seeks assistance from a team to conduct a high-level assessment of the organization across multiple functional areas, scoped thoughts on how to approach the due diligence, and an assessment of new program initiatives and/or expand and restructure existing programs.

8. **Human Resources Projects:** PAIR seeks assistance with various human resource projects including human resource infrastructure assessments, performance review assessments, personnel policy assessments, recruiting and onboarding processes, & organizational development.

9. **Digital Communications Plan:** PAIR seeks assistance from a team to develop an integrated digital communications plan (including website, social media, email or other channels and platforms) and to make key recommendations for our organization, focusing on bringing together consistent content approach, design and user experience.

10. **Marketing & Communications Plan:** PAIR seeks assistance from a team to develop a marketing and communications plan and to make key recommendations for our organization including a brief landscape or peer assessment, core audience, and message segmentation, and an overview assessment of key distribution platforms and channels.

11. **Branding Audit:** PAIR seeks assistance from a team to define and document an overview of PAIR's brand attributes, target audiences, characteristics and communications tone and recommendations for future brand planning.

12. **CRM Relationship Infrastructure Planning:** PAIR seeks a team to assess our client relationship infrastructure (including client relationship management, goals, organizational approach to relationship building, staff capacity, and technology systems), and to develop a roadmap for how to solidify and grow the infrastructure that supports effective client relationships.

13. **Data and Analytics Projects:** PAIR seeks assistance for various data and analytics projects including data assessment and system selection, data visualization & infographic template development, and data collection to maximize information to better share a story and enable fundraising efforts.