



justice, hope & safety

Mission Statement

PAIR's mission is to represent and advise (primarily through pro bono attorneys, whom PAIR recruits, trains and mentors) indigent asylum-seekers and immigrants unjustly detained in Massachusetts, seeking relief in immigration proceedings.

If you are interested in a position with PAIR, please see below for our currently open positions and email career@pairproject.org to apply.

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work.



**Job Announcement
One Year Legal Fellowship
PAIR Project**

The Political Asylum/Immigration Representation Project is the leading provider of pro bono representation to low income asylum-seekers in Massachusetts and immigrants unjustly detained.

Attorney Fellow's Position: Working with PAIR Asylum Attorneys, Detention Attorneys, Justice for Immigrant Families Attorney, and Executive Director to assist with:

- Representing in-house asylum clients (primarily women and children and clients detained by ICE) for whom volunteer attorneys have not been found; interviewing asylum seekers for possible case acceptance;
- Provide technical back up to PAIR mentoring attorneys to support PAIR volunteer attorneys, mentors and interpreters;
- Reviewing intake and referrals of asylum-seekers for possible case acceptance;
- Placing asylum cases with PAIR volunteer attorneys, preparing transmittal letters, and assigning a volunteer mentor and interpreter;
- Maintaining up-to-date data on asylum and detention clients in PAIR's client database;
- Recruiting and training volunteer attorneys and mentors;
- Assisting in writing quarterly memoranda to volunteer attorneys and mentors with new developments in asylum law and practice, victories for PAIR clients, and other issues;
- Organizing and participating in trainings for volunteer attorneys and mentors to update them on new developments in immigration law and practice;
- Supervising law students and volunteer interns;
- Conducting intake for immigration detainees and case follow-up, and answer questions from immigration detainees and their family members in person and by phone
- Screening detainees for client eligibility for *pro bono* representation in bond and on the merits for full representation
- Answering PAIR's call-in line from 1-3 pm (M-Th) with staff assistance
- Referring detainees to PAIR's Reduced Fee Panel of attorneys if able to pay for representation and make referrals for other services, as appropriate
- Responding to correspondence from immigration detainees
- Drafting sample motions and materials for *pro bono* attorneys
- Maintaining professional relationships with law firm partners, the private bar, correctional officials at county jails, ICE officials in charge of detention and removal, and EOIR personnel
- Participating in litigation and immigration-related advocacy issues
- Performing general organizational duties, such as assisting with the PAIR annual Gala and periodic mailings, conducting outreach, and doing related tasks

- Performing other responsibilities identified by the PAIR Executive Director and Board

Qualifications:

- Juris Doctor from accredited law school in the US.
- * * Authorized to practice law. Admitted in MA *preferred*.
- Bilingual in English/Spanish preferred.
- Strong legal writing, research, and communication skills.
- Must pass clearance process for detention visits
- Excellent administrative, data collection, typing and computer skills including MS Office, familiarity with e-learning and webinars, experience with database systems.
- Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers.
- Cultural sensitivity and ability to relate well and effectively in a diverse workplace with diverse client population is required.
- Demonstrated commitment to advocating for indigent immigrant clients in a respectful and empowering way and displays a commitment to diversity and inclusion.
- Must have a valid driver's license.

Hours: 35 hours per week

Salary: Commensurate with experience

Application:

This is an immediate opening, with an anticipated start date of September 15, 2019. To apply, please email a cover letter, resume, and three professional references to career@pairproject.org with **“One Year Legal Fellowship” in the subject line**. Applications will be accepted on a rolling basis until August 15, and applicants are encouraged to apply as soon as possible. Only applicants selected for an interview will be contacted. PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work.



Job Announcement
Administrative Assistant

The Political Asylum/Immigration Representation (PAIR) Project is the leading provider of pro bono representation to low income asylum-seekers in Massachusetts and immigrants unjustly detained. PAIR has an immediate opening in Boston for a highly organized, energetic, detail-oriented, responsible person with excellent interpersonal skills, written and oral skills for a full-time (35 hours/week) Administrative Assistant.

The Administrative Assistant Position:

The Administrative Assistant position requires strong organizational and communication skills and computer proficiency, specifically with QuickBooks, MS Word and Excel, and client database experience (Salesforce preferred). As the Administrative Assistant is often the first person of contact for callers or visitors at PAIR, a professional and congenial presence welcoming all is essential. The Administrative Assistant will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:

Executive/Program Support

- Help manage the Executive Director's workload, hours, coordinate her schedule, and track deadlines or meetings.
- Work with staff members, budgets, and procedures to ensure the implementation and success of programs
- Help coordinate PAIR volunteers and assign to appropriate pro bono project
- With staff assistance, prepare statistical reports from database on clients served, attorneys recruited, etc.

Accounts Management/HR

- On-board and Off-board PAIR staff
- Create and maintain staff retention policies and plans
- Confirm HR compliance as related to state and federal laws and pursuant to PAIR's internal policies
- Manage vendor relations
- Generate program and donor financial reports as needed from QuickBooks
- Assist with program and donor mailings and other office mailings as needed
- Work with Operations Manager to prepare materials for annual audit/financial review with CPA, request pro bono hours from private law firms, and adjust book-keeping entries per accountant
- Work with Operations Manager to pay bills monthly by check or online and enter amounts into book-keeping software (currently QuickBooks)

Development

- Track relevant grant proposal and grant report deadlines, insurance deadlines, etc. in conjunction with Executive Director
- Assist the Executive Director and Development & Communications Associate in preparation of fundraising outreach
- Assist the Executive Director and Development & Communications Associate with special events, such as the annual Gala, including tracking sponsorships, donations and attendees; proofreading Gala materials including invitations and programs, thanking auction donors, preparing seating charts; assisting in identifying auctioneers; providing input on awardees; and thanking Gala donors and other tasks
- Support PAIR's Boston Marathon participation by working with Development & Communications Associate and monitoring donations, entering donations into database and preparing donor acknowledgement

General Office

- Greet and orient walk-in visitors to PAIR
- Help maintain appearance of office lobby and supply room, along with PAIR staff
- Perform other duties as needed, including duties as part of PAIR's overall staff
- Order office supplies as needed

Qualifications:

- Bachelor's degree
- Clear oral and strong written communication skills; active listening
- Critical thinking, problem solving, and leadership; social grace
- Strong organizational ability and detail-oriented approach
- Ability to multi-task and complete projects on time
- Proficiency in Microsoft Word, Excel, and QuickBooks
- Proficiency in Salesforce or other donor software
- Experience in small nonprofit administration

Salary is commensurate with experience.

Application Process:

This is an immediate opening, with an anticipated start date of September 1, 2019. To apply, please email a cover letter, resume, and three professional references to career@pairproject.org with **“Administrative Assistant” in the subject line**. Applications will be accepted on a rolling basis until August 1, and applicants are encouraged to apply as soon as possible. Only applicants selected for an interview will be contacted. PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work.



Job Announcement
Full-Time Development & Communications Associate

The Political Asylum/Immigration Representation Project is the leading provider of pro bono representation to low income asylum-seekers and immigrants unjustly detained in Massachusetts. PAIR has an immediate opening in Boston for a highly organized, energetic, detail-oriented, responsible person with excellent interpersonal skills, written and oral skills for a full-time (35 hours/week) Development & Communications Associate.

The Development & Communications Associate Position:

As a contributing staff member of PAIR, you will support the overarching mission of the organization and to help PAIR to achieve its long and short-term fundraising and branding goals. The Development Assistant has the primary responsibility for helping to design strategies to drive significant fundraising growth, including the branding and marketing of PAIR, to expand PAIR's funding supply, to plan and execute special events, to assist the PAIR Board and Executive Director with general development and corporate sponsorships, and to provide needed support to grants, foundation relations, and individual donor development.

Primary Responsibilities

- Ensure PAIR is adequately funded to complete its mission
- Support the expansion of PAIR's current funding scheme and growth of PAIR
- Maintain a network to support PAIR's fundraising efforts
- Engage with donors, alumni and other friends of PAIR

Success Capabilities

- Advocate for PAIR in the community by attending events, planning engagement and/or educational events, etc.
- Maintain donor, grant, funder and alumni relationships
- Educate volunteers and the legal community about PAIR's mission and how to best support PAIR's casework
- Support PAIR staff by ensuring they have necessary funding to complete their work

The Development Assistant will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:

- Maintain PAIR's Development Calendar and grant reporting
- Conduct ongoing grant research and write grant proposals to new prospective funders
- With guidance from the Executive Director, assist with grant proposals and grant reports to PAIR's core funders
- Support existing donor network, including outreach, follow-up and next steps at the direction of the Executive Director

- Support logistics of fundraisers including Boston Marathon, Annual Appeal, and ‘I Make Justice Happen’ Campaign, and other special events
- Coordination of PAIR’s Annual Gala
- Develop lead lists of potential donors and follow up with these lists
- Plan, organize, implement, and/or attend special events
- Support PAIR Public Presence including social media and brand design
- Support PAIR marketing strategy; Design and prepare PAIR’s marketing materials
- Coordinate, with the Executive Director, on Board donor cultivation and fundraising efforts
- Prepare Annual Report
- Maintain donor database, including maintaining up-to-date donor contact information, recording donations, generating thank you letters, maintaining active mailing lists, generating reports, generating mailing labels, etc.
- Prepare background reports for fundraising meetings attended by Executive Director/PAIR Board members
- Respond to requests for information by mailing or emailing PAIR publications and information or by telephone
- Perform other duties as needed, including duties as part of PAIR’s overall staff

Qualifications:

- Bachelor's degree
- Must have at least 2-3 years of development experience
- Excellent written, oral and interpersonal communication skills
- Ease and facility with social media including Facebook, Twitter
- Excellent attention to detail and accuracy
- Large event planning experience
- Ability to multi-task, work independently, take initiative and complete projects on time
- Proficiency in Microsoft Word, Excel, and preferably Quick Books
- Ability to learn new software and programs quickly
- Highly accurate typing skills
- Experience with donor software preferred
- Experience with nonprofit administration preferred
- Experience with WordPress (or website development)
- Experience with InDesign, Adobe, Publisher, and Constant Contact

Salary is commensurate with experience.

Application Process:

This is an immediate opening, with an anticipated start date of September 1, 2019. To apply, please email a cover letter, resume, and three professional references to career@pairproject.org, with **“Development & Communications Associate”** in the subject line. Applications will be accepted on a rolling basis until August 1, and applicants are encouraged to apply as soon as possible. Only applicants selected for an interview will be contacted. PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work.