



justice, hope & safety

Job Description
Staff Attorney/*Pro Bono* Involvement Coordinator
September 2021

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.

Job Title: Staff Attorney/*Pro Bono* Involvement Coordinator

Reports To: Executive Director and Legal Director

Position Status: Full-time; Exempt

Position Description

As a contributing staff member of PAIR, the Staff Attorney/*Pro Bono* Involvement Coordinator will support the overarching mission of the organization and to help PAIR to achieve its goal of ensuring that PAIR clients receive high quality legal representation through PAIR's *pro bono* programs as they seek political asylum and other related forms of humanitarian relief in the U.S. The *Pro Bono* Involvement Coordinator is responsible for managing a strategy and related goals for the operation and expansion of PAIR's *pro bono* programs and volunteer projects, recruiting volunteer attorneys, stewarding law firm relationships, mentoring PAIR *pro bono* attorneys, as well as for assisting with screening and intaking potential clients and detained immigrants who may be eligible for placement with PAIR or with our Reduced Fee Panel of attorneys.

Primary Responsibilities

- Mentor PAIR's *pro bono* attorneys, provide legal advice and assistance, and prepare sample forms, motions, and briefs
- Recruit *pro bono* attorneys to represent PAIR clients seeking asylum and related relief; place asylum cases with *pro bono* attorneys, and maintain relationships with law firm *pro bono* coordinators, AILA & bar associations
- Direct the ongoing recruitment strategies of volunteers through targeted outreach to private attorneys, corporations, law schools, the Bar association and relevant community organizations
- Manage PAIR's list of screened, post-conflict check, accepted cases pending *pro bono* placement for legal deadlines and immigration-related hearings

- Work with PAIR's Legal Director to develop and deliver substantive legal training and development programs for volunteer attorneys and others; create training materials to support these professional development events
- Onboard, mentor, and support new and existing *pro bono* attorneys and volunteer interpreters; oversee case status and track case updates in PAIR's database
- Actively promote engagement and retention of volunteers; maintain current list of volunteers in PAIR's database

Secondary Responsibilities

- Assist Executive Director with recognition/award nominations for outstanding *pro bono* program attorneys and volunteers
- Review benchmarks and grant requirements for case work and outreach on at least a quarterly basis to ensure that the organization is meeting those requirements
- Generate statistics for the Executive Director on clients served, outcomes and volunteer attorneys recruited for grant reports and proposals
- Update database with case deadlines, progress and outcomes, and maintain accurate records of *pro bono* attorneys and clients
- Plan and conduct a wide variety of targeted outreach efforts to recruit volunteer attorneys and volunteer interpreters to promote work with PAIR through community education programs, speaking engagements, coalition meetings and trainings
- In partnership with the Development Manager, work to create publicity for PAIR programs through the use of various media outlets, contributions to the agency website, and appearances on local access TV/community radio; work with the Development Manager to create marketing materials for PAIR's *pro bono* programs

The Staff Attorney/*Pro Bono* Involvement Coordinator will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:

- Place asylum cases with *pro bono* attorneys, prepare transmittal letters and case packets, and assign each attorney a volunteer mentor.
- Recruit *pro bono* attorneys to represent PAIR clients seeking asylum and related relief.
- Maintain relationships with law firm *pro bono* coordinators, AILA & bar associations.
- Mentor PAIR's *pro bono* attorneys by providing legal advice and assistance, strategic back up, and sample forms, motions, and briefs.
- Attend and actively participate in management team meetings, staff meetings, unit meetings, case conferences, committee meetings, and other ad hoc or ongoing staff meetings.
- As requested, make presentations to staff and to the agency's Board of Directors.
- Participate in professional development activities, such as conferences, workshops, and trainings.
- Direct the effective delivery of high-quality legal services to volunteer clients, through individual services and clinics.
- Direct the substantive work of attorneys, paralegals, and others, meeting with them to discuss and review open cases, strategy and help, as needed, including assisting in the drafting of documents; Ensure that cases are closed in a timely manner.
- Work with other PAIR staff to manage the performance of PAIR *pro bono* attorneys; provide ongoing feedback and formal evaluation on quality/quantity of work and achievement of work goals, assisting with skill-building and development.
- Coordinate legal services generally to PAIR's network of volunteer attorneys, mentors and interpreters.

- Review intake and referrals of asylum-seekers conducted by other agencies for possible case acceptance, in conjunction with Intake Review Team.
- Follow-up with *pro bono* attorneys and mentors on status of cases assigned.
- Answer PAIR's call-in line from 1-3 pm (M-Th) with other staff members.
- Write quarterly memoranda to *pro bono* attorneys and mentors with updates on asylum law and practice, victories for PAIR clients, and related issues.
- Organize legal trainings, in conjunction with Executive Director and staff, for *pro bono* attorneys and mentors on asylum law and practice, unaccompanied minors and related topics.
- Perform general duties, such as assisting with the PAIR annual Gala, answering telephones, handling periodic mailings, and related tasks.
- Engage in community outreach, and speak at community forums, panels and schools.
- Participate locally and nationally on advocacy efforts through MLRI, AILA, bar associations, and other partners.
- Perform other responsibilities identified by the PAIR Executive Director and Board.

Qualifications

Bachelor's Degree and Juris Doctorate required

Authorized to practice law; admission in MA preferred

Three or more years of legal experience, preferably immigration legal experience

Proficiency in Microsoft Word, Excel, and Google; ability to learn new software and programs quickly

Ability to speak a foreign language preferred

Must have cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population

Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Salary is commensurate with experience.

Hours:

40 hours per week

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. Black, Indigenous, and People of Color (BIPOC), immigrants, women, and LGBTQ+ candidates are strongly encouraged to apply. Nominations or applications, including a cover letter, resume, writing sample, and 3 references, should be sent to career@pairproject.org.

Please no inquiries or phone calls.

Applications will be accepted on a rolling basis until the position is filled, and applicants selected for interviews will be duly notified.