



*justice, hope & safety*

**Job Description**  
**Asylum Intake Coordinator/Paralegal**  
**December 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: Asylum Intake Coordinator/Paralegal

Reports To: Executive Director, Asylum Program staff attorneys

Position Status: Full-time; Non-Exempt

**Position Description**

As a contributing staff member of PAIR, the Asylum Intake Coordinator/Paralegal will support the overarching mission of the organization and to help PAIR to achieve its goal of ensuring PAIR clients receive high quality legal representation as they seek political asylum and other related forms of humanitarian relief in the United States. The Asylum Intake Coordinator/Paralegal is primarily responsible for coordinating PAIR's asylum intake initiative. You are also responsible for providing legal support to PAIR staff attorneys representing PAIR clients as part of the Asylum Program.

**Primary Responsibilities**

- Conduct prescreening and manage other staff or volunteers as they prescreen asylum seekers who call PAIR's open lines of communication for assistance
- Manage Asylum Intake Clinic under supervision of Asylum Staff Attorney: interview asylum-seekers, as needed for intake, recruit volunteers for intake, and organize intake clinics; review intake and referrals of asylum-seekers conducted by other agencies for possible case acceptance
- Attend weekly intake review meetings and update the Asylum Prescreening spreadsheet
- Coordinate with community partners such as MIRA, MOIA, BCWP, IMCO, and legal services agencies to conduct warm referrals

**Secondary Responsibilities**

- Update client database with client information, case deadlines, progress and outcomes, and maintaining accurate records of pro bono attorneys and clients
- Manage client communication upon case decision by Intake Review Committee and make referrals to community partners when needed

- Actively recruit volunteer interpreters when needed, respond to volunteer inquiries and make the appropriate connections, and database new volunteers

**The Asylum Intake Coordinator/Paralegal will work under the supervision and direction of the PAIR Executive Director and PAIR Asylum Program staff attorneys to conduct the following activities:**

- Conduct asylum intake in person for non-detained asylum seekers
- Conduct intake in person and over the telephone with detained immigrants
- Conduct appropriate case follow-up as determined by PAIR staff attorneys
- Organize Asylum Intake Clinics with support from law firm partners and Asylum Staff attorneys
- Input client intake forms into PAIR's database and update case information for detained/non-detained clients with relevant information
- Assist with open telephone lines for calls by detained immigrants (under staff supervision)
- Conduct case placement to connect asylum seekers to pro bono counsel
- Assist PAIR staff attorneys to recruit volunteer attorneys and interpreters
- Assist PAIR detention attorney with legal orientation for detained immigrants
- Collect and analyze PAIR asylum and detention statistics for various purposes; track case outcomes
- Conduct research of asylum/immigration related topics as needed
- Respond to inquiries from detainees and their family members, under supervision of PAIR staff attorneys
- Coordinate logistics of pro bono attorney trainings and intake clinics
- Perform other duties as needed, including involvement in PAIR committees

### **Qualifications**

Bachelor's degree or currently enrolled in a Bachelor's program

Spanish language skills preferred (speaking, reading and writing).

Some experience in immigration work or other relevant work experience

Must pass clearance process for detention visits

Proficiency in Microsoft Word, database programs, Excel

Cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population is required

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

### **Hours**

40 hours per week

**Salary Range:** \$46,000 - \$49,000, commensurate with experience.

**Benefits:** Health insurance, 403(b) plan, short and long-term disability insurance, and generous paid time off

PAIR is an Equal Opportunity Employer committed to inclusive hiring and dedicated to diversity in both its staff and work. Nominations or applications, including a cover letter, resume, writing sample, and 3 references, should be sent to [career@pairproject.org](mailto: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.