



justice, hope & safety

**Job Description
Detention Fellow
April 2022**

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: Detention Fellow

Reports To: Legal Director and Executive Director

Position Status: Full-time; Exempt

Position Description

As a contributing staff member of PAIR, the Detention Fellow 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 as they seek political asylum and other related forms of immigration relief in the United States. The Detention Fellow is responsible for providing free direct legal representation, consultations, and “Know Your Rights” training for low-income immigrants detained by Immigration and Customs Enforcement (ICE) in the New England region, who face serious risk of removal. Relatedly, the Detention Fellow is also responsible 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

- Providing legal representation to detained immigrants seeking release and immigration relief
- Conducting and reviewing client intakes with detained immigrants and their family members in person and by phone
- Conducting “Know Your Rights” and legal orientation at the ICE units (in MA, RI, and NH)
- Conducting follow-up with detainees and families in person and over the telephone

Secondary Responsibilities

- Answer PAIR’s open call line with staff assistance
- Coordinate, with other Detention Program staff, outreach to the ICE detention facility, including scheduling detention center visits.
- Participate in legal trainings on bond, detention, removal and forms of relief

- Compile statistics on detention work, maintain database of detainees with updated information, and write summaries of work for grant reports and proposals for Executive Director
- Assist in supervising law students and fellows on detention matters

The Detention Fellow will work under the supervision and direction of the Legal Director and Executive Director to conduct the following activities:

- Conduct “Know Your Rights” advisals with detainees of Immigration & Customs Enforcement in the New England region
- Review client intakes and conduct intake with detained immigrants and their family members in person and by phone
- Provide referrals for detainees to PAIR’s Reduced Fee Panel of attorneys for detainees able to pay for representation
- Screen detained asylum-seekers and other detainees for *pro bono* representation, coordinating with other Detention Program staff and the Pro Bono Coordinator
- Support the Pro Bono Coordinator in recruiting and mentoring *pro bono* attorneys representing detained immigrants
- Maintain professional relationships with correctional officials at county jails and with ICE officials in charge of detention and removal
- Database client intakes in Salesforce
- Regularly update Salesforce with information on clients and *pro bono* attorneys attending trainings and taking cases, and track clients for collaborative grants
- Conduct follow-up with detainees and families in person and over the telephone
- Answer PAIR’s open call line with staff assistance
- Respond to correspondence from detained immigrants
- Support the Pro Bono Coordinator to coordinate logistics of *pro bono* attorney trainings, including tracking attendees
- Assist in supervising law students and fellows on detention matters
- Draft sample motions and materials for *pro bono* attorneys and *pro se* detainees
- Participate in legal trainings on bond, detention, removal and forms of relief
- Represent on a highly selective basis a limited number of detained immigrants
- Compile statistics on detention work, maintain database of detainees with updated information, and write summaries of work for grant reports and proposals for Executive Director
- Participate in litigation and advocacy on detention issues
- Conduct community outreach and advocacy on immigrants’ rights, detention, immigration consequences of criminal convictions and related issues
- Perform general organizational duties, such as assisting with the PAIR annual Gala and periodic mailings, conducting outreach for fundraising events and related tasks
- Recruit volunteer interpreters for KYRs and maintain interpreter database

Qualifications

Bachelor's Degree and Juris Doctorate required

Authorized to practice law; admission in MA preferred

One 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.

Spanish language skills preferred (speaking, reading and writing)

Must pass clearance process for detention visits
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 (ranging from \$60,000 - \$65,000). PAIR offers a generous benefits package, including health/dental/vision insurance, 403(b) plan, short and long-term disability insurance, sick days and paid time off.

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, 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.