



*justice, hope & safety*

**Job Description**  
**Asylum/Afghan Refugee Project Attorney**  
**October 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: Asylum/Afghan Refugee Project (ARP) Attorney

Reports To: Executive Director and Legal Director

Position Status: Full-time; Exempt

**Position Description**

As a contributing staff member of PAIR, the Asylum/ARP Attorney will support the overarching mission of the organization and help PAIR to achieve its goal of ensuring that PAIR clients receive high quality legal representation as they seek asylum and other related forms of humanitarian relief in the United States. The Asylum/ARP Attorney will represent in-house asylum clients, mentor PAIR *pro bono* attorneys, as well as assist PAIR's Asylum Program with screening and intaking potential clients, as needed. The Asylum/ARP Attorney will be responsible for serving PAIR clients accepted through the Afghan Refugee Project, which provides vital immigration assistance to Afghan asylum seekers living in Massachusetts through a Coalition comprised of the Massachusetts Legal Assistance Coalition (MLAC) and several legal aid organizations throughout the state.

**Primary Responsibilities:**

- Work on in-house and *pro bono* immigration cases for PAIR's Asylum Program, including providing immigration legal aid to recently arrived Afghan nationals through direct representation and *pro bono* attorney mentoring. Pursue asylum and other forms of humanitarian relief, including ancillary matters such as employment authorization.
- Support PAIR's Asylum Program including reviewing intakes for potential PAIR clients, participating in weekly staff intake review meetings and monthly program meetings; conduct intakes and follow-up with potential clients, as needed; help with accepted cases that are pending *pro bono* placement.
- Attend monthly meetings of the larger Afghan Refugee Project coalition, comprised of MLAC and several legal aid organizations throughout the state.

**Secondary Responsibilities:**

- Update database with accurate case information, deadlines, progress, and outcomes.
- Generate statistics for the Executive Director on clients served, outcomes and volunteer attorneys recruited for grant reports and proposals.
- Make appropriate referrals and connect clients to social service support.
- Stay informed and updated on immigration law and policy changes; draft internal and external guidance documents as needed.

**The Asylum/ARP Attorney will work under the supervision and direction of the PAIR Executive Director and Legal Director to conduct the following activities:**

- Represent asylum clients through direct representation and *pro bono* attorney mentoring; interview asylum seekers for possible case acceptance, as needed.
- Maintain up-to-date data on asylum and detention clients in PAIR's client database, including ARP specific client acceptance record keeping.
- When needed, assist PAIR volunteer attorneys, mentors and interpreters and provide back-up support to them including basic advice and assistance, and sample forms, motions, and briefs.
- Follow-up with pro bono attorneys and mentors on status of cases that you are assigned.
- Assist in writing quarterly memoranda to volunteer attorneys and mentors with new developments in asylum law and practice, victories for PAIR clients, and other issues.
- Help organize and participate in trainings for volunteer attorneys and mentors to update them on new developments in immigration law and practice.
- Help supervise law students and volunteer interns, as needed.
- Answer PAIR's call-in line from 1-3 pm (M-Th) with other staff members.
- Refer detainees and other callers to PAIR's Reduced Fee Panel of attorneys if able to pay for representation and make referrals for other services, as appropriate.
- Draft sample motions and materials for *pro bono* attorneys.
- Maintain professional relationships with law firm partners, the private bar, other nonprofits, and personnel at the various government agencies involved in the immigration sphere.
- Actively participate in the ARP coalition, including attending monthly coalition meetings.
- As needed, help with PAIR's participation in litigation and immigration-related advocacy issues.
- Perform general organizational duties, such as assisting with the PAIR annual Gala and periodic mailings, conducting outreach, and doing related tasks
- Perform other responsibilities identified by the PAIR Executive Director, Legal Director, and Board.

**Qualifications:**

Bachelor's Degree and Juris Doctorate required

Authorized to practice law; admission in MA preferred

Massachusetts residence required

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.

Additional language skills preferred (speaking, reading and writing)

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).**

**Benefits:** PAIR offers generous benefits including paid time away, medical, dental, and vision, short- and long-term disability, flexible work options, retirement, and professional development opportunities.

**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](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.