



*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.



*justice, hope & safety*

**Job Description  
Detention Paralegal  
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: Detention Paralegal

Reports To: Legal Director, Detention Program attorneys

Position Status: Full-time; Non-Exempt

**Position Description**

As a contributing staff member of PAIR, the Detention Paralegal will support the overarching mission of the organization and help PAIR to achieve its goal of ensuring PAIR clients receive high quality legal representation as they seek asylum and other related forms of humanitarian relief in the United States. The Detention Paralegal is responsible for providing legal and administrative support to PAIR staff attorneys representing clients as part of the Detention Program.

**Primary Responsibilities:**

- Provide paralegal support to the Detention Program through intake and case support, including work authorization and adjustment of status applications, filings for asylum and other full representation relief cases, gathering documents for custody cases, translation, country conditions research, referrals to bond funds, and drafting of case close and acceptance letters, under the supervision of PAIR staff attorneys.
- Manage potential client referrals and follow-up for PAIR's Detention Program including responding to referrals from community partners, databasing, maintaining the Detention Program intake spreadsheets, mailing questionnaires to immigrants detained by ICE, and providing referrals and resources.
- Assist Detention Attorneys with clearance requests for volunteers, jail visits/detained KYRs, detained intake, and follow up from detained KYR/intake days including databasing and follow up intake/obtaining more information for screening, assist with open lines, draft blurbs for placement.
- Together with PAIR's Detention Program team, visit immigration detention centers in the region to conduct intakes and "Know Your Rights" (KYR) presentations, and participate in post visit intake review meetings.
- Attend weekly Detention Program meetings.

**Secondary Responsibilities:**

- Update database with case deadlines, progress, and outcomes, and maintaining accurate records of pro bono attorneys and clients.
- Together with the Pro Bono Involvement Coordinator and Detention Program staff, actively support the recruitment of volunteer attorneys and interpreters for KYRs and cases when needed, help respond to Detention volunteer inquiries and make the appropriate connections and help database new volunteers.

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

- With supervision, help coordinate logistics for detention KYRs and conduct legal orientation in detention, as needed.
- Organize and visit immigration detention centers in the region in conjunction with PAIR staff; Conduct detention intake in person and/or remotely and appropriate case follow-up
- Assist with in-office open telephone lines for calls by immigration detainees (under staff supervision).
- Together with the Pro Bono Involvement Coordinator and Detention Program staff, actively support the recruitment and management of Detention Program volunteers and interpreters.
- Input client intake forms into PAIR's database and update case information for detained/non-detained clients with relevant information; collect and analyze statistics for various purposes; track case outcomes.
- Conduct research of asylum/immigration related topics, as needed.
- Provide paralegal support to the Detention Program on cases.
- Respond to inquiries from immigrants in need who may need case screening or who have questions about changes in immigration law, policy or procedure.
- With staff assistance, prepare statistical reports from database on clients served, attorneys recruited, etc.

**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

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

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 \$50,000 - \$55,000).**

**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.



*justice, hope & safety*

**Job Description**  
**Part-time Human Resources Generalist**  
**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: Human Resources Generalist

Reports To: Executive Director

Position Status: Part-time (approximately 20 hours per week); Exempt

**Position Description**

The Human Resources (HR) Generalist will provide HR management support to the organization, which is currently a staff of 20 employees, and provide excellent customer service in support of PAIR's mission. Working closely with the Executive Director, the HR Generalist will ensure compliance with PAIR's HR policies, gather and analyze data and make recommendations for changes to employee compensation and training. The HR Generalist is the subject matter expert regarding the organization's employee-related policies and practices and ensures compliance with labor and employment laws. This position is the primary contact for the recruitment, interviewing, hiring and onboarding of all new staff, approximately 2-3 staff a year. As needed, the HR Generalist would also support staff separation and offboarding.

The HR Generalist will work with the Executive Director to ensure an inclusive and welcoming environment for all individuals regarding diversity and inclusion, which may include geography, race, ethnicity, socioeconomic status, immigration status, veteran status, familial status, sexual orientation, gender and gender identity/expression, age, ability, and religion. Utilizing a racial equity lens in the performing duties is critical to the success of this position.

**The HR Generalist will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:**

**Ongoing - Staff Recruitment**

- Implement procedures for sourcing and recruiting potential applicants for open positions at PAIR and, working with management, identify what barriers may be present that are hindering the acquisition of diverse talent at all levels of the organization.

- Develop relationships and community networks to expand connections that are needed to reach a diverse candidate base.
- Assist PAIR management and the hiring committee with interviews as needed.
- Annual review and update of PAIR’s hiring guide and rubric; ensure ongoing implementation of inclusive hiring practices, including job descriptions, consistent interview questions, etc.
- Work with Executive Director to process candidate background and reference checks; prepare offer letters

**As Needed - Onboarding/Separating**

- Annual review and update of PAIR’s onboarding checklist
- Communicate onboarding timeline with PAIR staff and ensure they are prepared to welcome and onboard new employees
- Support new PAIR staff members by reviewing onboarding checklist with new employees, including providing and collecting all forms and benefits, timekeeping system, policies (I-9, W-4, etc.), staff “meet and greets”
- Work with management to ensure all required internal documents are completed in preparation for employee first day (i.e. e-mail, staff contact, phone, computer, etc.)
- Welcome new employees and facilitate orientation
- Annual review of separation procedure
- Review separation checklist with departing employees, ensure knowledge transition/transfer, conduct exit interviews, and collect PAIR property (laptop, keys, etc.)
- Supporting employee separation/termination, providing required notices related to unemployment, COBRA, and final pay.

**Ongoing - Training**

- Supporting staff professional development by identifying and assessing training needs through engagement with employees, and consultation with managers and supervisors
- Offer specific training to help employees and management maintain or improve job skills
- Collect feedback on training sessions from staff to use for future improvements to content and presentation

**Ongoing - HR Administration**

- Benefits administration at PAIR: health, dental, vision, 403(b) retirement plan
- Oversee pay practices to ensure compliance with relevant wage/hour laws
- Respond to concerns about unlawful conduct, including EEO, harassment, etc.
- Review PAIR staff benefits, receive and respond to staff inquiries, ensure benefits are competitive
- Manage absence policies (e.g., MA PFML, FMLA, PTO)
- Regular review of HR/Handbook and Compliance Policies, including implementing changes and communication to staff
- Respond to staff concerns (formal and anonymous)
- Work with Directors to conduct annual performance review, develop communication to staff including corrective action, work with staff who require corrective action, address staff feedback
- Train Directors who provide performance evaluations/feedback, including documentation, managing PIP, and reviewing performance documents with staff
- Other duties as assigned



**Qualifications:**

- Bachelor's degree in Business Administration, Human Resources or related field
- 5-7 years of human resources experience minimum or any similar combination of education and experience
- PHR or SHRM-CP certification preferred
- Ability to collaborate, create, and cultivate relationships at multiple levels utilizing meaningful communication
- Excellent problem-solving, conflict resolution and analytical skills
- Willingness and commitment to engage in and dedicate time to developing personal cultural competency
- Demonstrated ability to work and communicate effectively with people of diverse backgrounds
- Passion and commitment to building an inclusive and equitable work environment
- Ability to meet deadlines and adapt to frequent changes
- Ability to take initiative and to work both independently and as part of a team
- High level of confidentiality
- Knowledge of HR practices and familiarity employment laws
- Experience working with third party payroll companies preferred
- MA residency required; PAIR currently offers a hybrid work model subject to change
- 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.

**Salary is commensurate with experience.**

**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:** Approximately 20 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.