



*justice, hope & safety*

## **Job Description Asylum Program Manager**

**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 Program Manager

Reports To: Executive Director

Position Status: Full-time; Exempt

### **Position Description**

As a contributing member of PAIR's Leadership Team, the Asylum Program Manager 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 humanitarian relief in the United States. The Asylum Program Manager is responsible for facilitating quality delivery of legal services, overseeing the representation of asylum clients for whom volunteer attorneys have not been found, mentoring PAIR pro bono attorneys, as well as for assisting with screening and intaking potential clients who may be eligible for placement with PAIR or with our Reduced Fee Panel of attorneys. In addition, the Asylum Program Manager develops, maintains, and disseminates legal information as it relates to the Asylum Program to PAIR staff attorneys and PAIR's volunteer panel. The position is a hybrid work model of both remote work as well as work in the office as well as on site at community partner agencies.

### **Primary Responsibilities**

- Supervise Asylum Program staff (attorney and paralegal check-ins) and, in doing so, work with the Executive Director to ensure the ongoing professional development of staff and that legal staff members and projects have clearly defined roles, goals, and systems for managing the work effectively.
- Keep current on asylum-related law and policies and accordingly, together with PAIR's Executive Director, set standards for PAIR's legal work, creating and disseminating legal information and PAIR's messaging to its pro bono attorney panel and internally to ensure staff knowledge remains up-to-date.
- Mentor PAIR's pro bono asylum attorneys, provide legal advice and assistance, and prepare sample forms, motions, and briefs.

- Represent in-house asylum clients for whom volunteer attorneys have not been found, updating asylum applications, and assisting with work authorization and related tasks
- Manage asylum intake project: 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, in conjunction with Executive Director.
- Generate asylum-related statistics for the Executive Director on clients served, outcomes and volunteer attorneys recruited for grant reports and proposals.
- Recruit and train 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.
- Provide direct supervision for the asylum initiative staff and program overall.

### **Secondary Responsibilities**

- Perform general organizational duties, such as assisting with the PAIR annual Gala and periodic mailings, conducting outreach for fundraising events and related tasks.
- Update database with case deadlines, progress and outcomes, and maintaining accurate records of pro bono attorneys and clients.
- Organize legal trainings for pro bono attorneys and mentors on asylum law and practice, unaccompanied minors and related topics.
- Engage in community outreach, and speak at community forums, panels and schools
- With the Executive Director, oversee orientation and training of new legal team members within the Asylum Program.
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- Support the Executive Director in grant reporting and applications and meeting with funders.

### **The Asylum Program Manager will work under the supervision and direction of the PAIR Executive Director to conduct the following activities:**

- Providing direct supervision and mentoring to all asylum legal staff
- Representing in-house asylum clients for whom volunteer attorneys have not been found, submitting timely filed asylum applications for those accepted and pending placement, and assisting with work authorization and related tasks
- Placing asylum cases with pro bono attorneys, prepare transmittal letters and case packets, and assign each attorney a volunteer mentor
- Recruiting pro bono attorneys to represent PAIR clients seeking asylum and related relief.
- Maintaining relationships with law firm pro bono coordinators, AILA & bar associations
- Mentoring PAIR's pro bono asylum attorneys by providing legal advice and assistance, strategic back up, and sample forms, motions, and briefs
- Coordinating services generally to several hundred PAIR volunteer attorneys, mentors and interpreters
- Reviewing intake and referrals of asylum-seekers conducted by other agencies for possible case acceptance, in conjunction with Intake Review Team
- Managing asylum intake project: interview asylum-seekers, as needed for intake, recruit volunteers for intake, and organize intake clinics

- Updating database with case deadlines, progress and outcomes, and maintaining accurate records of pro bono attorneys and clients
- Following-up with pro bono attorneys and mentors on status of cases that you are assigned
- Answering PAIR's call-in line from 1-3 pm (M-Th) with other staff members (timing of open lines changes with community feedback)
- Writing quarterly memoranda to pro bono attorneys and mentors with updates on asylum law and practice, victories for PAIR clients, and related issues
- Organizing 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.
- Performing general duties, such as assisting with the PAIR annual Gala, answering telephones, handling periodic mailings, and related tasks
- Generating asylum-related statistics for the Executive Director on clients served, outcomes and volunteer attorneys recruited for grant reports and proposals.
- Engaging in community outreach, and speak at community forums, panels and schools
- Participating locally and nationally on advocacy efforts through MLRI, AILA, bar associations, and other partners
- Working with Executive Director, PAIR's Hiring Committee, and Diversity, Equity, Inclusion and Belonging Committee to provide input on the hiring of PAIR legal staff.
- Performing 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

Massachusetts residency is required

Minimum of five years of immigration legal experience

Excellent written, oral and interpersonal communication skills (including presentation skills to conduct legal training or to present at legal training)

Willing to meet with clients, with a great deal of sensitivity balanced with professionalism, to empower and prepare clients for their immigration hearing or interviews

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

Strong program management and organization skills

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

Track record of maintaining strict confidentiality regarding all client information and personnel decisions

Outstanding leadership skills

Experience managing a legal staff

Ability to facilitate teams and participate effectively as a team member

Excellent attention to detail and accuracy

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

Second language preferred (Spanish, Portuguese, French, Haitian Creole)

**Salary is commensurate with experience.**

### **Hours:**

40 hours per week

**Benefits:**

PAIR offers generous benefits including Health, Dental and Vision Insurance, generous PTO, 403(b), Short & Long Term Disability, EAP, and Group Life Insurance.

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.