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. PAIR has an immediate opening for a staff attorney position for a highly organized, energetic, detail-oriented and compassionate individual with excellent interpersonal skills, written and oral skills, and preferably Spanish or French language fluency.

Job Title: Staff Attorney

Reports To: Detention Program Manager

Position Status: Full-time; Exempt

Position Description
As a contributing staff member of PAIR, the Staff Attorney 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 Staff Attorney is responsible for providing direct representation for clients who are primarily torture survivors, asylum seekers and immigrants detained by ICE, served through PAIR’s Passage to Healing Project in partnership with the Metta Health Center; conducting intake and consultations for clients, particularly in Lowell and in detention; and conducting Know Your Rights presentations for client communities and providers. The position is a hybrid work model of both remote work as well as work in the office (2 days/week), which includes on site at partnering stakeholder’s place of business (such as an ICE detention facility, community partner, or law firm) when necessary.

Primary Responsibilities
- Provide direct representation to clients in petitions for asylum, relief under the Torture Convention, bond, habeas corpus, special immigrant juvenile status, U visa, T visa, and VAWA, including those in detention and in removal proceedings.
- In collaboration with Detention Program staff, manage and conduct in-person intake and consultations at the PAIR office, community partner agencies such as Metta Health Center, and in ICE units
- In collaboration with Detention Program staff, conduct in-person and virtual Know Your Rights presentations and legal orientation with community partners and in ICE units (in MA, RI)
- Mentor PAIR’s pro bono attorneys, provide legal advice and assistance, and prepare sample forms, motions, and briefs
The Staff Attorney will work under the supervision and direction of the Detention Program Manager to conduct the following activities:

- Represent in-house clients in removal proceedings, humanitarian immigration petitions, and collateral benefits including employment authorization
- Travel to out-of-office client meetings, court hearings, consultation clinics, detention facilities, and presentations, particularly to Lowell, MA where the Metta Health Center is located
- In collaboration with Detention Program staff, manage and conduct in-person intake and consultations at the PAIR office, with community partner agencies, and in ICE units
- In collaboration with the Detention Program staff, develop and conduct in-person and virtual Know Your Rights presentations
- Legal research and writing
- Research on country conditions and work with expert witnesses
- Mentor cases placed with pro bono attorneys by providing legal advice and assistance, strategic back up, and sample forms, motions, and briefs
- Maintain relationships with community agency partners, law firm pro bono coordinators, correctional officials at county jails and with ICE officials in charge of detention and removal
- Update database and shared calendar with client information, individuals served through the Passage to Healing Project, Detention Program, case deadlines, progress and outcomes, and records of pro bono attorneys and clients
- Answer PAIR’s call-in line from 1-3 pm (M-Th) with other staff members
- Perform general duties, such as assisting with the PAIR annual Gala, answering telephones handling periodic mailings, and related tasks
- Generate statistics for the Detention Program Manager and Executive Director on clients served outcomes and volunteer attorneys recruited for grant reports and proposals
- Maintain strict confidentiality regarding all client information and personnel decisions
- Engage in community outreach, and speak at community forums, panels and schools
- Participate in legal trainings on bond, detention, removal and forms of relief
- Participate locally and nationally on advocacy efforts through MLRI, AILA, bar associations, and other partners
- Perform other responsibilities identified by the Detention Program Manager, PAIR Executive Director and Board
Qualifications

- Bachelor's Degree and Juris Doctorate required
- Massachusetts residency required
- One or more year of legal experience, preferably immigration legal experience (including law school clinic)
- Must pass clearance process for detention visits
- Authorized to practice law; admission in MA preferred
- Spanish or French language fluency preferred
- Ability to drive / driver's license preferred
- 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
- Cultural sensitivity and ability to relate well and effectively in a diverse workplace with a diverse client population is required
- Excellent attention to detail and accuracy
- Proficiency in Microsoft Word, Excel, and Google or equivalent; ability to learn new software and programs quickly

Salary is commensurate with experience (target range is from $65,000 - $68,000).

Hours:
40 hours per week

Benefits:
PAIR offers generous benefits including Health, Dental and Vision Insurance, 20 days paid PTO, 10 sick days, 13.5 paid holidays, Summer Half Day Fridays, 403(b), Short & Long Term Disability, paid family/medical leave through MA DFML, Employee Assistance Program (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. 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.