



*justice, hope & safety*

**Job Description  
Staff Attorney  
January 2024**

**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: Staff Attorney

Reports To: Asylum 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 representing in-house asylum clients for whom pro bono attorneys have not been found, mentoring PAIR pro bono attorneys, as well as assisting PAIR's Asylum Program with screening and intaking potential clients who may be eligible for placement with PAIR or with our Reduced Fee Panel of attorneys. 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 a community partner or law firm) when necessary.

**Primary Responsibilities**

- Mentor PAIR pro bono attorneys, provide legal advice and assistance, and prepare sample forms, motions, and briefs
- Recruit PAIR's pro bono asylum attorneys and build relationships with partnering firms and companies
- Follow-up with pro bono attorneys and mentors on status of cases that you are assigned
- Review intake and referrals of asylum-seekers conducted by other agencies for possible case acceptance, in conjunction with Intake Review Team
- Represent 15-20 in-house asylum clients for whom pro bono attorneys have not been found, updating asylum applications, and assisting with work authorization and related tasks
- Update database with case deadlines, progress and outcomes, and maintaining accurate records of pro bono attorneys and clients

## **Secondary Responsibilities**

- Maintain relationships with law firm pro bono coordinators, AILA & bar associations
- Participate locally and nationally on advocacy efforts through MLRI, AILA, bar associations, and other partners
- Generate statistics for the Executive Director on clients served, outcomes and pro bono attorneys recruited for grant reports and proposals

## **The Staff Attorney will work under the supervision and direction of the Asylum Program Manager to conduct the following activities:**

- Representing in-house asylum clients for whom pro bono 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 professional relationships with law firm partners, the private bar, other nonprofits, and personnel at the various government agencies involved in the immigration sphere
- Mentoring PAIR's pro bono asylum attorneys by providing legal advice and assistance, strategic back up, and sample forms, motions, and briefs
- Following up with pro bono attorneys and mentors on status of cases that you are assigned
- Assisting coordination of services (training, sample materials, legal updates) to PAIR pro bono 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
- Co-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
- Answering PAIR's call-in line from 1-3 pm (M-Th) with other staff members (timing of open lines changes with community feedback)
- Referring 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
- 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
- Supervising law students and volunteer interns, as needed
- Performing general duties, such as assisting with the PAIR annual Gala, answering telephones, handling periodic mailings, and related tasks
- Generating statistics for the Executive Director on clients served, outcomes and pro bono 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
- Performing other duties as needed, including duties as part of PAIR's overall staff or as identified by the Executive Director or Board of Directors

## **Qualifications**

Bachelor's Degree and Juris Doctorate required

Authorized to practice law; admission in MA *preferred*

Massachusetts residency required

Preferably some immigration legal experience, including clinics

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

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

Must be 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 multi-task, work independently, take initiative and complete projects on time.

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

Strong program management and the skills to supervise interns and legal fellows

Solid organization skills

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

Must be able to maintain strict confidentiality regarding all client information and personnel decisions.

Excellent attention to detail and accuracy

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

## **Hours**

40 hours per week

**PAIR's starting salary for a staff attorney is \$65,000. For 3-5 years' experience the salary range is \$68,000 - \$71,000.**

## **Hours:**

40 hours per week

## **Benefits:**

PAIR offers generous benefits including health insurance (100% premium covered), dental and vision insurance (50% premium covered), 20 days paid PTO, 10 sick days, 13 paid holidays, summer half day Fridays, 403(b) plan, short & long term disability, Paid Family/Medical Leave through MA DFML, professional development, 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. We encourage all people to apply, including Black, Indigenous, and People of Color (BIPOC), immigrants, people of all gender identities, and LGBTQ+ candidates. 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.