



justice, hope & safety

**Job Announcement
Asylum Program Manager
March 2025**

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: Deputy Director/Legal Director

Position Status: Full-time; Exempt (Managerial)

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 pro bono attorneys have not been found, supervising legal personnel within the Asylum Program, mentoring PAIR pro bono attorneys, as well as 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 pro bono panel. 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

- Supervise Asylum Program staff (attorney and paralegal check-ins) and, in doing so, work with the Deputy Director/Legal 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 Deputy Director/Legal 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 pro bono attorneys have not been found, updating asylum applications, and assisting with work authorization and related tasks
- Manage asylum intake clinic: 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
- Generate asylum-related statistics for the Executive Director on clients served, outcomes and pro bono 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 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 and related topics.
- Engage in community outreach, and speak at community forums, panels and schools.
- With the Deputy Director/Legal Director, oversee orientation and training of new legal team members within the Asylum Program.
- Support the Executive Director in grant reporting and applications, including generating statistics and narrative reporting relating to the Asylum Program, and meeting with funders.

The Asylum Program Manager will work under the supervision and direction of the Deputy Director/Legal Director and Executive Director to conduct the following activities:

- Providing direct supervision and mentoring to all Asylum Program legal staff
- 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 assigning 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 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
- 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 Asylum Program cases

- 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 and related topics.
- Performing general duties, such as assisting with the PAIR annual Gala, answering telephones, handling periodic mailings, and related tasks
- Assisting Executive Director with recognition/award nominations for outstanding pro bono program attorneys and volunteers
- Supporting the Executive Director in grant reporting and applications, including generating statistics and narrative reporting relating to the Asylum Program and pro bono attorneys recruited, and meeting with funders
- 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 and HR to provide input on the hiring of PAIR legal staff
- Perform other duties as needed, including duties as part of PAIR's overall staff or as identified by the Deputy Director/Legal Director, Executive Director, or Board of Directors

Qualifications

Bachelor's Degree and Juris Doctorate required

Authorized to practice law; Admission in MA

Massachusetts residency required

5-7 years of immigration legal experience

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)

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

Maintain strict confidentiality regarding all client information and personnel decisions.

Outstanding leadership skills

Experience managing legal staff

Ability to facilitate communication within teams and participate effectively as a team member

Excellent attention to detail and accuracy

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

Anticipated Salary Range: \$90,000-\$100,000

Hours:

40 hours per week

Benefits:

PAIR offers generous benefits including health insurance (100% premium covered for employee), 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. Resumes/inquiries should be sent to career@pairproject.org.

Applications will be accepted until the position is filled.