



justice, hope & safety

**Job Announcement
Staff Attorney/Pro Bono Involvement Coordinator
March 2026**

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/Pro Bono Involvement Coordinator

Reports To: Deputy Director/Legal Director

Position Status: Full-time; Exempt

Position Description

As a contributing staff member of PAIR, the Staff Attorney/Pro Bono Involvement Coordinator 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 through PAIR's pro bono programs as they seek political asylum and other related forms of humanitarian relief in the U.S.

The Staff Attorney/Pro Bono Involvement Coordinator is responsible for managing a strategy and related goals for the operation and expansion of PAIR's pro bono programs and volunteer projects, recruiting volunteer attorneys, stewarding law firm relationships, mentoring PAIR pro bono attorneys, as well as for assisting with screening and intaking potential clients and detained immigrants 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, which includes on site at partnering stakeholder's place of business (such a community partner or law firm) when necessary.

Primary Responsibilities

- Recruit pro bono attorneys to represent PAIR clients seeking asylum and related relief; place asylum cases with pro bono attorneys, and maintain professional relationships with law firm partners, the private bar, other nonprofits, and personnel at the various government agencies involved in the immigration sphere
- Mentor PAIR's pro bono attorneys, provide legal advice and assistance, and prepare sample forms, motions, and briefs

- Direct the ongoing recruitment strategies of volunteers through targeted outreach to private attorneys, corporations, law schools, the Bar association and relevant community organizations
- Manage PAIR's list of screened, post-conflict check, accepted cases pending pro bono placement for legal deadlines and immigration-related hearings
- Work with PAIR's Program Managers, PAIR's Deputy Director/Legal Director, and PAIR's Executive Director to develop and deliver substantive legal training and development programs for volunteer attorneys and others; create training materials to support these professional development events
- Onboard, mentor, and support new and existing pro bono attorneys and interpreters; oversee case status and track case updates in PAIR's database
- Generate statistics for the Executive Director around volunteer programs and pro bono attorneys recruited for grant reports and proposals
- Update database with case deadlines, progress and outcomes, and maintain accurate records of pro bono attorneys and clients
- Actively promote engagement and retention of volunteers; maintain current list of volunteers in PAIR's database

Secondary Responsibilities

- Assist Executive Director with recognition/award nominations for outstanding pro bono program attorneys and volunteers
- Review pro bono placement grant requirements for case work and outreach on at least a quarterly basis to ensure that the organization is meeting those requirements
- Manage monthly PAIR newsletter that is shared with volunteer attorneys
- Plan and conduct a wide variety of targeted outreach efforts to recruit pro bono attorneys and interpreters to promote work with PAIR through community education programs, speaking engagements, coalition meetings and trainings
- In partnership with the Development Director, work to create publicity for PAIR programs through the use of various media outlets, contributions to the agency website, and appearances on local access TV/community radio; work with the Development Director to create marketing materials for PAIR's pro bono programs

The Staff Attorney/Pro Bono Involvement Coordinator will work under the supervision and direction of the Deputy Director/Legal Director to conduct the following activities:

- Placing asylum cases with pro bono attorneys, preparing 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 attorneys by providing legal advice and assistance, strategic back up, and sample forms, motions, and briefs
- Attending and actively participating in management team meetings, staff meetings, unit meetings, case conferences, committee meetings, and other ad hoc or ongoing staff meetings
- Update and maintain PAIR's Paladin account, used for sharing pro bono opportunities and case placement
- As requested, making presentations to staff and to the agency's Board of Directors
- Participating in professional development activities, such as conferences, workshops, and trainings

- Directing the effective delivery of high-quality legal services to clients, through individual services and clinics
- Directing the substantive work of attorneys, paralegals, and others, meeting with them to discuss and review open cases, strategy and help, as needed, including assisting in the drafting of documents; Ensuring that cases are closed in a timely manner
- Working with other PAIR staff to manage the performance of PAIR pro bono attorneys; provide ongoing feedback and formal evaluation on quality/quantity of work and achievement of work goals, assisting with skill-building and development
- Coordinating legal services generally to PAIR's network of 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
- 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
- Engaging in community outreach, and speaking 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 *required*

Massachusetts residency required

Three or more years of legal experience, preferably 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

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

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 \$78,000 - \$86,500).

Currently, PAIR's starting salary for a staff attorney is \$73,000. For 3-5 years of experience, PAIR's current salary range is \$78,000 - \$86,500, as set by the PAIR union salary grid.

Hours:

40 hours per week, hybrid schedule

Benefits:

PAIR offers generous benefits including health insurance (currently 100% premium covered for employee only), dental and vision insurance (currently 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.

By submitting an application to PAIR, you are confirming that everything included in your application is true and correct to the best of your knowledge.

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.