



justice, hope & safety

**Job Announcement
Staff Attorney
September 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

Reports To: Deputy Director/Legal Director

Position Status: Full-time; Exempt (Unit position, Attorney classification)

Position Description

As a contributing staff member of PAIR, the Staff Attorney will support the overarching mission of the organization and to help all of PAIR's legal programs to achieve its goal of ensuring that PAIR clients receive high-quality legal representation as they seek asylum and other humanitarian relief in the United States. The Staff Attorney is responsible for representing in-house clients for whom pro bono attorneys have not been found, mentoring PAIR pro bono attorneys, as well as assisting with screening and intaking potential clients who may be eligible for placement. The position will support all programs and will be supervised by the Deputy Director/Legal Director. Workload and case support will come from the direct supervisor and Program Managers as appropriate. It is a hybrid work model of both remote work as well as work in the office, which includes on-site partnering stakeholder's place of business (such a community partner, detention center, or law firm) when necessary.

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

- Representing individuals in both detained and non-detained proceedings for whom pro bono attorneys have not been found
- Managing all aspects of the client's case involving complex factual, legal, and procedural issues, including but not limited to submitting timely filed immigration applications for those accepted and pending placement, gathering supporting documents, and assisting with work authorization and related tasks
- Mentoring PAIR pro bono attorneys by providing strategic advice, reviewing supporting documents, training materials, and samples, including forms, motions, and briefs; assisting

- them with client preparation
- Conducting intakes for potential clients in person or by phone; conducting follow-up as needed
- Participating and assisting coordination of legal orientations, prescreening, intake clinics, community clinics, and legal services
- Working with PAIR pro bono attorneys and interpreters to provide PAIR client services, including preparing training, sample materials, and legal updates
- Reviewing intake referrals of asylum-seekers and other humanitarian forms of relief conducted by PAIR and/or other agencies for possible case acceptance with pro bono attorneys or in-house; participating fully in PAIR's internal intake processes
- Updating database with client intakes, case deadlines, progress and outcomes, and maintaining accurate records of pro bono attorneys and clients
- Compiling client statistics, writing client stories, and assisting with grant proposals or reports to support PAIR fundraising efforts and to track metrics
- Supporting the Pro Bono Involvement Coordinator in recruiting and mentoring pro bono attorneys representing PAIR clients
- Assisting in writing monthly newsletter to pro bono attorneys and mentors
- Organizing and participating in PAIR legal trainings
- Supervising law students and volunteer interns, as needed
- Answering PAIR's call-in lines with staff assistance; referring individuals to PAIR's referral list or Reduced Fee Panel of attorneys if able to pay for representation and make referrals for other services, as appropriate
- Responding to correspondence from immigrants and their families
- Maintaining professional relationships with law firm partners, the private bar, other nonprofits, and personnel at the various government agencies involved in the immigration sphere
- Participating in litigation and immigration-related advocacy issues
- Performing general organizational duties, such as assisting with the PAIR Annual Gala and periodic mailings, conducting outreach, and doing related tasks
- 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

PAIR will consider candidates with 0 to 3 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 \$73,000 - \$78,000).

Currently, PAIR's starting salary for a staff attorney is \$73,000. For 0-3 years of experience, PAIR's current salary range is \$73,000 - \$78,000, 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), HRA Wellness plan, 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.