



justice, hope & safety

**Job Description
Staff Attorney
October 2023**

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: Justice for Immigrant Families 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 served by PAIR's Justice for Immigrant Families (JFF) Program, mentoring pro bono attorneys representing clients through the JFF Program, conducting intake and consultations for clients served in the City of Chelsea, 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 a community partner) when necessary.

Primary Responsibilities

- Provide direct representation to clients in petitions for asylum, special immigrant juvenile status, U visa, T visa, and VAWA, including those in removal proceedings.
- In collaboration with the paralegal, manage and conduct in-person intake and consultations at PAIR office as well as community partner agencies
- In collaboration with the paralegal, conduct in-person and virtual Know Your Rights presentations
- Mentor PAIR's pro bono attorneys, provide legal advice and assistance, and prepare sample forms, motions, and briefs
- Maintain data on individuals served through JFF Program, case deadlines, progress and outcomes, and records of pro bono attorneys and clients

Secondary Responsibilities

- Maintain relationships with community agency partners and law firm pro bono coordinators
- Participate locally and nationally on advocacy efforts through MLRI, AILA, bar associations, and other partners
- Perform general administrative duties where needed, including assisting with planning for the PAIR Gala
- Generate statistics for the Justice for Immigrant Families Program Manager and 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 Justice for Immigrant Families Program Manager to conduct the following activities:

- Representing in-house clients in removal proceedings, humanitarian immigration petitions, and collateral benefits including employment authorization
- Conducting legal research and writing
- Researching country conditions and working with expert witnesses
- In collaboration with the Paralegal, managing and conducting in-person intake and consultations at PAIR office as well as community partner agencies
- In collaboration with the Paralegal, developing and conducting in-person and virtual Know Your Rights presentations
- Travelling to out-of-office client meetings, court hearings, consultation clinics, and presentations
- Mentoring cases placed with pro bono attorneys by providing legal advice and assistance, strategic back up, and sample forms, motions, and briefs
- Maintaining relationships with community agency partners and law firm pro bono coordinators
- Updating PAIR's database and shared calendar with client information, individuals served through JFF Program, case deadlines, progress and outcomes, and 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)
- Performing general duties, such as assisting with the PAIR annual Gala, answering telephones handling periodic mailings, and related tasks
- Generating statistics for the JFF Program Manager and 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

Massachusetts residency required

Authorized to practice law; admission in MA or willing to sit for the next MA bar *required*

Spanish or Haitian Creole language fluency *preferred*

One 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
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
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

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), 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.

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.