



justice, hope & safety

**Job Announcement
Paralegal
June 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: Paralegal

Reports To: Asylum Program Manager

Position Status: Full-time; Non-Exempt

Position Description

As a contributing staff member of PAIR, the Paralegal will support the overarching mission of the organization and help PAIR to achieve its goal of ensuring PAIR clients receive high quality legal representation as they seek asylum and other related forms of humanitarian relief in the United States. The Paralegal is responsible for providing legal and administrative support to PAIR staff attorneys representing clients as part of the Asylum Program. 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 a partnering stakeholder's place of business (such a community partner or law firm) when necessary.

Primary Responsibilities

- Provide paralegal support to the Asylum Program through intake and case support, including work authorization and adjustment of status applications, filings for asylum and other full representation relief cases, gathering documents for custody cases, translation, country conditions research, referrals to bond funds, and drafting of case close and acceptance letters, under the supervision of PAIR staff attorneys.
- Coordinate Asylum Intake Clinic, under supervision of Asylum Program Manager, in conjunction with the Pro Bono Involvement Coordinator and Project Coordinator: 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.
- Conduct prescreening and manage other staff or volunteers as they prescreen asylum seekers who call PAIR's open lines of communication for assistance.
- Support open lines and manage potential client referrals and follow-up for PAIR's Asylum Program including responding to referrals from community partners, databasing, maintaining the Asylum Program intake spreadsheets, including the accepted/pending case list with the Asylum Program Manager.

- Update database with client intakes, case deadlines, progress, and outcomes, and maintaining accurate records of pro bono attorneys and clients.
- Attend regular Asylum Program meetings and provide regular client updates to program staff.

Secondary Responsibilities

- Manage client communication upon case decision by Intake Review Committee and make referrals to community partners when needed.
- Support the Pro Bono Involvement Coordinator in recruiting and mentoring pro bono attorneys representing detained immigrants.
- Help respond to asylum volunteer inquiries and make the appropriate connections and help database new volunteers.

The Paralegal will work under the supervision and direction of the Asylum Program Manager to conduct the following activities:

- Conducting asylum intake in person for non-detained asylum seekers and for immigrants in ICE detention who call during PAIR's open hours.
- Conducting appropriate case follow-up as determined by Asylum Program staff attorneys.
- Organizing regular Asylum Intake Clinics with support from law firm partners and Asylum Program staff attorneys and manage/process intakes referred to PAIR by community partners.
- Databasing client intake forms into PAIR's database and update case information for detained/non-detained clients with relevant information.
- Providing paralegal support to the Asylum Program on 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).
- Supporting case placement to connect asylum seekers to pro bono counsel
- Collecting and analyzing PAIR's Asylum Program statistics for various purposes; track case outcomes.
- Supporting the Pro Bono Involvement Coordinator in recruiting and mentoring pro bono attorneys representing detained immigrants.
- Supporting the Pro Bono Involvement Coordinator with logistics of pro bono attorney trainings.
- Conducting research of asylum/immigration related topics, as needed.
- Responding to inquiries from immigrants in need who may need case screening or who have questions about changes in immigration law, policy or procedure.
- With staff assistance, preparing program reports on clients served, attorneys recruited, etc.
- 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, currently enrolled, or equivalent working experience

Massachusetts residency required

Some experience in immigration work or other relevant work experience

Must pass detention facility clearance

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

Outstanding organizational skills and attention to detail

Strength in multi-tasking and completing projects on time

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

Maintain strict confidentiality regarding all client information and personnel decisions.
Proficiency in Microsoft Word, Excel, and Google and equivalent; ability to learn new software and programs quickly
Ability to establish and maintain a positive and professional relationship with co-workers, clients, and community service providers

Anticipated Salary Range: \$54,000 - \$64,500

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 asharma@pairproject.org. Applications should be submitted by noon on June 24, 2025.