

**Job Posting
Full-time Paralegal**

IRIS – Integrated Refugee & Immigrant Services, Inc. (www.irisct.org), a dynamic nonprofit organization in New Haven CT, has an opening for a short-term full-time paralegal in its Legal Department, working primarily with IRIS attorneys representing Afghan residents of CT filing applications for humanitarian parole on behalf of family in Afghanistan. The position is intended to be short-term, but its duration is unknown depending on how the crisis in Afghanistan continues to unfold.

It is essential that the person hired for this position be vaccinated against COVID-19 and comfortable coming into contact with other people.

IRIS is a refugee resettlement agency providing high quality and culturally sensitive assistance to immigrants and refugees in Connecticut. Our goal is to help immigrants establish new lives, regain hope, and contribute to the vitality of Connecticut's communities. IRIS currently serves clients from Syria, Iraq, Afghanistan, Democratic Republic of Congo, Eritrea, Cuba, Sudan, Egypt, and Venezuela, among others.

IRIS's Legal Department: IRIS offers legal services, among its other services. IRIS's Legal Department provides representation to: 1) refugees and asylees applying for lawful permanent residence, naturalization, and reunification with family members; 2) immigrants filing for asylum; 3) immigrants in deportation proceedings; 4) Afghan residents of CT filing applications for humanitarian parole on behalf of family in Afghanistan; and 5) Afghans who have already been paroled into the U.S. and resettled in CT. The Legal Department currently consists of seven attorneys, each of whom covers one or more of the practice areas listed above, and two paralegals.

Description of Temporary Paralegal Position/Requirements: IRIS is looking for a Paralegal whose primary role will be to assist the attorneys handling the work described in item 4 above. Since the Taliban seized control of Afghanistan in the summer of 2021, the IRIS Legal Department has served Afghans in CT (some previously resettled by IRIS, some not) by filing humanitarian parole applications on behalf of their loved ones left behind. We have engaged a network of volunteers to assist us in this effort. The role of the "AFG Paralegal" will be to support this project by: communicating with and assigning clients to volunteers; arranging for the translation of documents necessary for submission; organizing the draft applications volunteers are submitting to IRIS; mailing the applications to USCIS once they are complete.

The IRIS Legal Department will also be serving the clients described in item 5 above. The AFG Paralegal may also be asked to assist in supporting the attorneys providing legal services to families falling within that category.

There is no need for the AFG Paralegal already to know how to do this work; we will train the AFG Paralegal on how to complete the tasks described above. Nonetheless, experience working in immigration law is a plus. There is some flexibility with remote work, but the AFG Paralegal should largely be able to work out of the New Haven office.

The AFG Paralegal reports to the Director of the Legal Department. The Paralegal position is full-time (40 hours per week).

Compensation: \$20.80 / hour

Benefits: Vacation (3 weeks/year); personal days (3/year); sick leave (12 days/year); holidays per IRIS scheduled. Medical, dental, vision insurance. Life and disability insurance.

Requirements:

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Candidates must have relevant experience or educational background; strong writing, communication and organizational skills; computer skills including Microsoft Word and Excel; and ability to handle multiple demands and shifting priorities in a fast-paced environment. Candidates must have a demonstrated commitment to the mission of IRIS and awareness and sensitivity to multicultural issues.

To apply, send an email to humanresources@irisct.org with the following:

- A subject line that says "PARALEGAL: [Candidate first and last name]"
- Cover letter
- Resume
- Contact information for two references