

**Job Posting
SIV Specialist (part- or full-time)**

IRIS – Integrated Refugee & Immigrant Services (www.irisct.org), a dynamic nonprofit organization in New Haven CT, has an **opening for an SIV (Special Immigrant Visa) Specialist in its Legal Department**. The position is hourly, and may be part- or full-time depending on clients' needs. **The SIV Specialist will focus exclusively on assisting Afghans with their applications for SIV status.**

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, Venezuela, Guatemala and Honduras, 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 removal proceedings; 4) Afghan residents of CT who filed applications for humanitarian parole on behalf of family in Afghanistan after the Taliban takeover in August 2021; and 5) Afghans who were evacuated from Afghanistan after the takeover and resettled by IRIS in the New Haven and Hartford areas. The Legal Department currently consists of six attorneys, each of whom covers one or more of the practice areas listed above, and two paralegals.

Description of SIV Specialist/Requirements: IRIS is looking for an SIV Specialist to assist the clients listed in the last category above. Beginning in the fall of 2021, IRIS resettled over 400 Afghan evacuees. These evacuees were given a grant of humanitarian parole by the U.S. government, meaning they were afforded a legal status that is only temporary (typically their parole period is two years). It is essential that during this two-year period they try and make their legal status permanent. One important way of doing so is by applying for SIV status. This is the work the SIV Specialist will focus on.

Ideally the SIV Specialist will have applied for SIV him/herself, or for others; familiarity with the Afghan community is necessary. Fluency in Dari, Pashto and English is required. There is some flexibility with remote work, but the SIV Specialist should be able to work out of the New Haven office when useful. The SIV Specialist will report to the Director of the Legal Department.

The SIV Specialist position is hourly, and pay will be commensurate with experience. The weekly time commitment is likely to be anywhere between 25-40 hours per week. Until we know the demand that is out there, we do not know if the work at hand is likely to fill only part or all of the SIV Specialist's schedule. There is flexibility in this regard. If the work ends up being part-time, hours could be adapted to the SIV

Specialist's schedule but would need to be spread over the week so that there is no more than a 48-hour gap in availability.

Prerequisites:

Candidates must be vaccinated against COVID-19 and comfortable coming into contact with other people.

Familiarity with the Afghan community is necessary.

Fluency in Dari, Pashto and English is required.

Candidates must have relevant experience in applying for SIV status; 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.

Ideally the SIV Specialist will have applied for SIV him/herself, or for others

Compensation: hourly; pay will be commensurate with experience

Benefits: PTO and sick leave.

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

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