

**IRIS - Integrated Refugee & Immigrant Services
Job Posting
Full-time Paralegal**

IRIS – Integrated Refugee & Immigrant Services (www.irisct.org), a dynamic nonprofit organization in New Haven CT, has an opening for a full-time Paralegal in its Legal Department. 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 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) Afghan parolees 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.

The Paralegal’s Role: The Paralegal assists each of the attorneys, and his/her responsibilities will vary by practice area. Examples of the kinds of tasks each practice area requires are provided below. For our refugee and asylee clients filing for green cards, citizenship, and family petitions, the Paralegal will assist the attorney by calling clients to schedule meetings, preparing applications in advance of meetings, copying and filing clients’ documents, completing other USCIS forms (e.g. applications for travel documents, employment authorization, humanitarian parole, certificates of naturalization), handling visa processing, and general research. For asylum applicants (now mostly Afghans), the Paralegal will assist the attorney by communicating with clients, working with clients to fill out the biographical information needed on the asylum applications, researching country conditions for clients whose cases we take, compiling documents ultimately submitted to USCIS on the client’s behalf, and arranging for any interpreters needed by the attorneys. For clients facing deportation, the Paralegal will assist the attorney by conducting intakes with potential clients and filling out the attendant intake forms, coordinating with peer legal services organizations on a shared removal defense project, providing ongoing case support, and handling filings in Immigration Court.

Responsibilities that are common to all practice areas are:

- interpreting/translating where able, or arranging for interpretation assistance from others proficient in whichever language is needed;
- supervising the work of several interns who volunteer with us, assigning them work and directing them in their tasks;
- organizing and managing the department's electronic and hard-copy files and organizing our physical space;
- scheduling departmental meetings.

Prerequisites: Candidates who are fluent in languages beyond English (speaking, reading and writing) are strongly preferred; languages most often used in the course of work are Spanish, French, Arabic, Swahili, Pashto, and Dari. Candidates must have relevant experience or educational background (having already worked with immigrants and handled filings in Immigration Court will be deemed a plus); 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.

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

Compensation and Benefits: The Paralegal position is full-time (40 hours per week), and though there is some flexibility with remote work, the position is largely in-office. Pay is set at \$23.31 an hour. Full medical benefits (health, dental, vision) are included. PTO, vacation and sick leave. Holidays are per IRIS schedule. The Paralegal reports to the Director of Legal Services.

To apply, send an email to our Director of Legal Services at 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

Applications will be reviewed in the order they are received and until the position is filled.