

**IRIS - Integrated Refugee & Immigrant Services
Job Posting
Pashto and Dari/Farsi Translator (part- or full-time)**

IRIS – Integrated Refugee & Immigrant Services (www.irisct.org), a dynamic nonprofit organization in New Haven CT, has an opening for a Pashto and Dari/Farsi Translator in its Legal Department. The position is hourly, and may be part- or full-time depending on clients’ needs.

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 five attorneys, each of whom covers one or more of the practice areas listed above, and two paralegals.

Description of Translator/Requirements: IRIS is looking for a Translator 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). During this two-year period, they will be trying to make their legal status permanent by, among other ways, applying for asylum. Attorneys, both at IRIS and elsewhere, are representing these clients on their asylum cases. The Translator will be responsible mostly for spoken interpretation at attorney/client meetings (some in-person, some remote) but also for written translation of documents from Pashto and Dari/Farsi to English. Documents in need of translation may include Tazkiras (Afghan National ID), marriage certificates, birth certificates, vaccination records, declarations and threat statements, etc.

The ideal candidate will be fluent and capable in both oral and written English, Pashto, and Dari/Farsi. There is some flexibility with remote work, but the Translator should be available to work out of the New Haven office as needed. The Translator will report to the Director of Legal Services.

The Translator position is hourly. The weekly time commitment will be anywhere between 30-40 hours per week. Until we know the demand that is out there, we do not know if the work is likely to fill only part or all of the Translator's schedule.

Prerequisites: Candidates will ideally have relevant experience in interpreting (speaking) and translating (writing); strong 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: Pay will be commensurate with experience. Health insurance (health, dental, vision) is available to any employee working 30 hours or more. PTO, vacation and sick leave. Holidays are per IRIS schedule.

To apply, send an email to our Director of Legal Services at humanresources@irisct.org with the following:

- A subject line that says "TRANSLATOR: [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.