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

IRIS – Integrated Refugee & Immigrant Services ([www.irisct.org](http://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 one paralegal. With this position, we are adding a second paralegal.

**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 for submission to USCIS, and arranging for interpreters. 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 interns on the occasions that they 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.

**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.**

**In submitting an application for employment, the applicant grants IRIS permission to check references as well as question anyone who might be familiar with the candidate's job performance.**

**Compensation:** The Paralegal position is full-time (40 hours per week), the salary range for this position is \$22.5 - \$23.31 per hour and this is an hourly position.

**Benefits:** Health, vision, dental insurance. Life insurance. Short- and long-term disability insurance. Vacation (3 weeks / year), Personal days (3 days/ year), sick leave (12 days/ year), holidays per IRIS schedule (currently 12 days/ year). 403b retirement plan after 1 year of employment. The Paralegal reports to the Director of Legal Services.

To apply, send an email to our Director of Legal Services at [humanresources@irisct.org](mailto: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.