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## **Job Announcement**

### **Pashto and Dari/Farsi Translator/Interpreter & USCIS Forms Specialist - Full-time**

IRIS (Integrated Refugee & Immigrant Services, Inc. [www.irisct.org](http://www.irisct.org)) is a dynamic refugee resettlement agency with offices in New Haven and Hartford, CT. IRIS serves people from all over the world who have fled persecution in their home countries to start new lives and become self-sufficient, contributing members of their new communities. While IRIS has traditionally focused on helping refugees, it is increasingly serving our undocumented neighbors and other immigrants as well.

IRIS is 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, Ukraine, and Haiti, among others and has an opening for a Pashto and Dari/Farsi Translator/Interpreter and USCIS Forms Specialist in its Legal Department.

**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 seven attorneys, each of whom covers one or more of the practice areas listed above, and three paralegals.

#### **General Description & Responsibilities include:**

IRIS is looking for a translator and USCIS forms specialist to assist the clients listed in the last category above. Beginning in the fall of 2021, IRIS resettled over 500 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. Attorneys at IRIS are assisting these evacuees to obtain permanent status and to reunite them with their families. In regard to translation and interpretation, this role primarily entails spoken interpretation at attorney/client meetings (some

in-person, some remote), but also written translation of documents from Pashto and Dari/Farsi to English and vice versa. Sometimes, interpretation will involve travel to Hartford or Newark for client interviews with USCIS. In regard to USCIS forms, this role involves drafting USCIS forms under the supervision of an attorney.

**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.**

**Priority will be given to applicants with the following qualifications:**

The ideal candidate has to be fluent and capable in both oral and written English, Pashto, and Dari/Farsi. Prior experience with USCIS forms is preferred.

- 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.

**Reports to:** Director of Legal Services

**Compensation:** \$ 23.50 to \$ 25

**Job Type:** Full time, Hourly; 40 hours per week

**Benefits:** Vacation (3 weeks/ year), Personal days (3 per year), Sick days (12 per year), holidays per IRIS schedule (currently 12 per year). Health, dental, vision, life, disability insurance. Eligible for 403b retirement plan after 1 year of employment

**To apply,** send an email to Director of Legal Services at [humanresources@irisct.org](mailto:humanresources@irisct.org) with the following:

- A subject line that says "Pashto and Dari/Farsi Translator/Interpreter & USCIS Forms Specialist -YOUR NAME"
- A cover letter
- An attached resume
- Three professional references (at least two direct supervisors)

*Applications will be reviewed as they are received and will continue to be accepted until the position is filled and no phone calls are accepted.*